1. **Name of the position:** Admissions & Records Student Assistant

2. **Supervisor and department name:** Ebonie Holden, Admissions & Records

3. **Contact number:** 916-691-7388

4. **Location/room number:** College Center, first floor and ability to work from home, depending on pandemic district guidelines.

5. **Number of positions available:** 2

6. **Please describe the job duties:**

To be the first point of contact for handling student questions and requests from the Admissions general phone line and A&R Email Inbox.

Performs a variety of clerical and technical duties involving student registration, admissions, and records maintenance. Distributes, explains, receives, and checks for completion and accuracy of documentation. Performs a variety of public contact tasks; communicates with students, staff, and other individuals to disseminate or explain information; and aids students in registration and admission procedures by giving information about admission. Reviews files, records, and other documents to obtain information to respond to requests. Refers students to other campus departments as needed.

7. **Any specific job requirements or skills preferred (e.g. computer, filing, GPA, coursework):**

Requires reliable internet/wi-fi at home and ability to receive/make Skype for Business phone calls from home. Good communication skills including, but not limited to, professional and clear phone skills; ability to effectively use English grammar, punctuation, and professionalism when composing emails to students or sharing information over the phone; Strong familiarity with CRC website and eServices; Data entry/keyboard and website research skills preferred; Good customer service skills, bilingual and experience with diverse students a plus; GPA 2.0 minimum; Ability to be flexible & patient.

8. **List days/hours needed, unless it’s flexible:**

Monday – Friday, 8am – 12pm, 10am-2pm, 1pm-5pm. Will work around class schedule if necessary. 3-5 days per week, depending on availability and department needs.

Please submit the application to the Admissions & Records department via: Ebonie Holden at HoldenE@crc.losrios.edu