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

2. Supervisor and department name:  
Julia Villalobos, Admissions & Records  

3. Contact number:  
916-691-7612  

4. Location/room number:  
Remote Operations from home  

5. Number of positions available:  
7  

6. Please describe the job duties:  
To be the point of first contact for handling student requests from Admissions Email Inbox and the Admissions general phone line.  

Under the supervision of staff, performs a variety of clerical and technical duties involving student enrollment, withdrawal of courses, update of student data, change of major/plan, transcript requests, etc. Performs a variety of public contact tasks; communicates with students, staff, and other individuals to disseminate or explain information over the phone and via emails; and aids students in registration and admission procedures by giving information about admission, assists with website navigation. Distributes, explains, receives, and checks for completion and accuracy of documentation including properly saving documents in the appropriate online files. Will use PeopleSoft software to assist students in performing general Admissions & Records duties. Reviews files, records, and other documents to obtain information to respond to requests. Serves as a resource person to students & staff. Maintains confidentiality of information and materials, and other duties as assigned.  

All employees in Student Services must be fingerprinted and go through a background check, there is a non-reimbursed cost of approximately $32.00.  

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 phone calls. Data entry/keyboard skills preferred; 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; Ability to work in a team environment; Patience & Customer service skills to handle unsatisfied clients; experience working with diverse populations; GPA 2.0 minimum; ability to make sound judgments and follow instructions.  

8. List days/hours needed, unless it’s flexible:  
M-F 8:00am – 12:00pm, 11:00am-3:00pm, 2:00pm-6:00pm (slightly varied hours may be accommodated if necessary for class schedule).  

Please submit the application to the Admissions & Records department via villalj@crc.losrios.edu: