

MONTEREY PENINSULA COLLEGE
MATRICULATION SERVICES SPECIALIST

JOB SUMMARY

Under direct supervision, participate in a variety of administrative activities in support of the matriculation program within a broad framework of standard policies and procedures. Maintain and monitor the admission, assessment, orientation, counseling, and pre-requisite verification services of the District Matriculation Plan. Maintain and monitor the Individual Education Plans of matriculating students.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform a wide variety of clerical, administrative support activities to assist in the day-to-day operations of the counseling and matriculation program.

Maintain a working knowledge of the matriculation and counseling program.

Act as a source of information regarding the matriculation and counseling work areas, policies and procedures to educational personnel, students and the public.

Assist students with questions regarding career, interest, and aptitude tests.

Advise students in understanding the procedures for challenging courses for credit purposes.

Advise students regarding availability of educational, vocational, and personal counseling.

Analyze student data and determine matriculation status.

Enter appropriate data into management information system.

Maintain and assist students in the use of college catalog library and college websites.

Maintain and update application, general education requirements and discipline major informational forms and materials.

Verify and maintain records for course prerequisites.

Assist in the coordination of the early assistance program; act as liaison between students, faculty and counselors.

Train and oversee student workers.

Contact students regarding probation and dismissal statuses.

Greet public, disseminate information, answer telephones and provide front desk support and customer service.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and experience, which would indicate possession of the knowledge and abilities, listed herein. For example, two years of college level course work or the equivalent in business administration, liberal arts, counseling or related area; two years of increasingly responsible experience using current office procedures and technologies.

Knowledge

Knowledge of: basic college level counseling and guidance functions; general community college curriculum; research design and methods of data collection; proper office methods and practices; a variety of computer programs including word processing, spreadsheet and database applications; mathematical computations; public and human relations skills.

Abilities

Ability to: understand and independently carry out oral and written instructions; learn and successfully apply office policies; learn, interpret and apply a variety of complex Federal, State and District laws, regulations, policies and procedures; exercise good judgment and tact; communicate effectively orally and in writing ; learn and use a variety of word processing, spreadsheet, database, and other programs to compile, maintain, prepare accurate and complete records and reports; create and produce letters and other documents; operate a variety of office equipment; establish and maintain effective working relationships; demonstrate an understanding of, sensitivity to and appreciation for all individuals from diverse backgrounds..

Physical Effort/Work Environment:

Light to moderate physical effort; sitting for long periods of time; frequent standing or walking; bending, reaching, pulling, pushing, and periodic handling of light weight parcels up to 15 pounds. Indoor work environment.