



## Position Description

**TITLE:** Registration Technician

**GRADE:** 11C

**HIRING RANGE:** \$34,835 - \$37,984

**SALARY RANGE:** \$34,835 - \$52,253

**Job Summary:** *(Brief description of the overall purpose of the position.)*

Under the supervision of the Assistant Campus Dean, the Registration Technician is responsible for enrollment, registration, and records keeping procedures in cooperation with faculty and administration at assigned campus.

**Essential Duties/Job Scope:** *(The primary and integral job tasks for which the position exists, and the extent or range of operations of those duties.)*

This position evaluates and processes student admissions applications; conducts evaluation; plans, organizes, and coordinates student registration activities; processes class changes; enters data; maintains lists and files; prepares reports; provides information and data.

**Supervision Received:**

This position receives supervision from a higher-level administrator.

**Supervision Exercised:**

None.

**Representative Duties/Responsibilities:**

This position performs clerical/technical support duties which may include a variety of complex activities. Illustrations of the work include, but are not limited to, any/all of the following: evaluates and processes student admissions applications; determines residency status; collects fees; monitors student payments and follows-up as necessary; prepares requests for transcripts and other data; assists in the design and maintenance of student record keeping procedures; initiates student files and transcript evaluation; prepares and forwards letters of acceptance or rejection; conducts campus tours; responds to inquiries; prepares correspondence; provides information; interviews applicants; maintains lists and files; plans and organizes campus registration; prepares staffing schedule; inputs data; prepares student and advisor packets; processes class changes; maintains student records; provides information and statistical data; processes and distributes census and rosters; works closely with faculty to maintain accurate enrollment records; maintains supplies; and performs other duties as assigned.

**Knowledge and Abilities:**

Knowledge of: standard office procedures.

Ability to: read, write, speak and understand English well; operate computer and standard office equipment; strong written, verbal, analytical and interpersonal skills.

**Training and Experience:**

Bachelor's Degree from an accredited institution and 1 year related work experience, or Associate's Degree or two-year college certificate, vocational school, or technical program beyond high school, business college or similar training efforts and 2 years related experience; or High School Diploma/GED and 4 years related experience.

**Special Conditions of Employment:**

Successful completion of a background check is required. May require travel within the College district occasionally. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

**Working Conditions:**

This position requires frequent sitting, and occasional walking or driving; occasionally handling objects and reaching with hands/arms; frequent use of finger movements; ability to lift, carry, push/pull up to 25 lbs.; ordinary talking, hearing, and full vision capabilities; constant reading/comprehending, writing, communicating orally, reasoning/analyzing, and occasionally performing calculations. Work is performed using a computer and standard office equipment daily, and use of a vehicle occasionally.

**Revised 6.25.08**

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.