

RECORDS AND REGISTRATION TECHNICIAN (UOG/GCC)**NATURE OF WORK IN THIS CLASS:**

This is complex technical work involving the maintenance of records and registration activities in the University of Guam and Guam Community College.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Reviews application forms and information sheets for admission to determine whether all the required information and documents are provided.

Explains admissions and registration requirements to the students and the public.

Establishes and maintains students' record cards; posts grades, test scores and related information on the students' records; computes grade point averages, credit hours completed and earned and cumulative credit hours.

Explains to the students the various forms that must be submitted when requesting for various actions, such as application for enrollment as an auditor, credit by examinations, application for course by conference, request for substitution of credits, application for degree and other related matters.

Establishes files of all applicants for admissions and files alphabetically; prepares and gives out registration materials.

Completes form letters requesting for transcripts and other required information, or for advising applicants and students of admissions and academic status.

Prepares billing invoices for admission fees; determines residency status for tuition purposes.

Consults with school nurse regarding students' physical examination results.

Consults with the English and Counseling Department in regard to testing.

Maintains statistical records.

Performs related duties as required.

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Records and Registration Technician (UOG/GCC)

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general office practices and procedures.

Ability to learn, explain, and apply the department's records and registration regulations, policies, procedures and other program requirements.

Ability to make arithmetic computations.

Ability to follow oral and written instructions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records.

MINIMUM EXPERIENCE AND TRAINING:

a) Two years of work experience requiring the application of technical and procedural program requirements and the performance of arithmetic computations and graduation from high school; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills;

Established: September 1982

Amended: October 1989

Pay Range: 21


RONALD B. AGUON
Acting Executive Director
Civil Service Commission