

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PREREQUISITE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Dean of Counseling & Personal Development, analyze, evaluate, and process information for the determination of requisite and advisory completion; assist in the development of requisite procedures and forms and in the development and processing of requisite courses in computer systems; and provide information and assistance to students, faculty, staff, and administrators regarding requisite and advisory criteria, regulations and requirements, and procedures.

REPRESENTATIVE DUTIES:

Review student academic records from other colleges and universities, secondary schools, and other institutions to determine satisfactory completion of prerequisites and other requisites including limitations on enrollment and, in some cases, corequisites.

Process student course requisite review requests; review student-provided documentation as the means of meeting course requisites; request further documentation from students as appropriate; reference both Southwestern Community College District and other institutions' college catalogs and other official and unofficial documents to ensure prerequisite satisfaction; request further documentation from other institutions as necessary.

Document results of course requisite review requests into college mainframe; ensure accuracy of all data.

Review catalog, schedule of classes, and other printed college resources as well as systems documents to ensure accuracy of requisite and advisory listings; recommend modifications as necessary.

Explain and interpret requisite and advisory criteria, regulations and requirements, and procedures to students, instructional and counseling faculty, staff, and administrators; provide advice as necessary.

Create and maintain up-to-date reference system of catalogs, course equivalency grids, correspondence, and other informational sources from other colleges and institutions.

Compile data and prepare reports as required.

Develop and prepare informational and promotional materials as necessary for the effective communication of requisite and advisory policies, procedures, and activities.

Create and maintain history and/or filing system of all requests.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Format and techniques used in the interpretation of transcripts and other academic records from different educational institutions.

Procedures and techniques used in making requisite and advisory determinations.

Procedures and methods involved in evaluating student records for requisite completion.

Data entry procedures including those used for course requirement and requisite determinations.

Principles and practices used in the maintenance of student records.

Student privacy law and confidentiality procedures.

Principles and practices used in the maintenance of catalogs, course equivalency lists, and other resources necessary for course evaluations.

Modern office practices, procedures, equipment, and record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Proper telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Prerequisite Technician - Continued

ABILITY TO:

Learn, apply, and explain policies, procedures, and activities related to requisites and advisories.
Interpret transcripts and other academic records from different educational institutions against specific criteria with thoroughness, consistency, and accuracy.
Advise students and staff regarding requisite and advisory criteria, regulations and requirements, and procedures.
Maintain accurate records and prepare reports.
Analyze academic transcripts and other records and make appropriate judgments regarding student records.
Maintain accurate and current academic resources that document and update criteria.
Perform a variety of technical duties involving independent judgment in the interpretation, application, or modification of existing procedures within well-defined guidelines.
Work independently with little direction.
Maintain confidentiality and security of records.
Work effectively under pressure and with frequent interruptions.
Carry out precise duties with speed and accuracy.
Understand and follow oral and written instructions.
Prioritize work to meet schedules and time lines.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work and three years of increasingly responsible experience in a related area.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.
Hearing and speaking to exchange information on the telephone or in person.
Seeing to read and verify data and prepare various materials.
Lifting, carrying, pushing, and/or pulling light to moderately heavy objects.
Bending at the waist.
Kneeling, crouching, or reaching overhead, above shoulders and horizontally to store and retrieve various materials.

HAZARDS:

Extended periods of time viewing computer monitor.