



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
invites applications for the position of:

## **Admissions & Records Technician**

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<b>SALARY:</b>	\$4,031.00 - \$5,572.00 Monthly
<b>OPENING DATE:</b>	07/29/21
<b>CLOSING DATE:</b>	08/12/21 11:59 PM
<b>DESCRIPTION:</b>	

### COVID-19 Vaccine Requirement for Employees and Students

On August 10, the Ventura County Community College District Board of Trustees unanimously approved the policy *COVID-19 Vaccine Requirement for Employees and Students*. The policy requires that everyone who accesses in-person, on-site campus/District programs, or who participates in off-site District/college services in person will be required to be vaccinated against COVID-19. Effective Oct. 15, the mandate allows time for unvaccinated employees, students and the public to complete two-dose vaccines.

### **WHAT YOU'LL DO**

Under the direction of the Registrar, perform a broad spectrum of complex technical and compliance-driven duties pertaining to admissions, registration, record maintenance, transcripts, student record evaluations, residency determinations, Veteran's Administration, athletic eligibility certification, and other Admissions and Records functions using a variety of methods and automated systems.

*There are currently two vacancies:*

*One (1) full-time position (12 mos/year, 40 hrs/week) located at Moorpark College.*

*One (1) full-time position (12 mos/year, 40 hrs/week) located at Oxnard College.*

The Admissions and Records Office provides comprehensive services to prospective and continuing services and to alumni. These services include in person and online methods aimed at delivering streamlined assistance with applying for admission, registering for classes, awarding degrees and certificates, and official transcripts.

More information about the Admissions & Records Office at each College can be found here:

### **WHERE YOU'LL WORK**

Moorpark College is one of the most beautiful community colleges in California. Moorpark College opened in 1967, serves approximately 15,000 students, and with a "students first" philosophy, empowers its diverse community of learners to complete their goals for academic

transfer, basic skills, and career education.

More about Moorpark College can be found here:

Oxnard College was founded in 1975 and is the newest of the three community colleges in the county. Set on 118 acres and located two miles from Pacific Ocean beaches, the college is easily accessible by the Ventura Freeway (Highway 101) or the Pacific Coast Highway.

More information about Oxnard College can be found here:

### **WHO WE ARE**

Equity, diversity, and inclusion are essential to our culture and the work that we do within the Ventura County Community College District (VCCCD). The VCCCD is a public community college district serving residents throughout Ventura County. The VCCCD's three colleges - Moorpark College, Oxnard College, and Ventura College - offer programs for transfer to four-year colleges and universities; career/technical training; basic skills instruction; as well as