

**WASHTENAW COMMUNITY COLLEGE
NON-BARGAINING JOB POSTING**

Posted Date: May 6, 2008
Closing Date: May 23, 2008

TITLE: STUDENT RECORDS UA TECHNICIAN

Division/Office: Student Services/Enrollment Services
Level: Non-Bargained Office Professional - B
Classification: Office Professional/Technical
Hours/Duration: 40 hours/week, non-exempt status
This is a temporary outside funded position. No continuing employment rights are inferred.

Starting hourly rate: \$12.99

Essential Job Duties and Responsibilities:

Consolidate and manage the processing of records for all Apprentices of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry.

Duties include:

- To prepare, maintain, and process UA Apprentice training and education records for 26,000 UA Apprentices nationwide.
- Initial processing will require the consolidation of the records for 26,000 UA Apprentices from 300 locals.
- Continuing processing will require an annual record transition of 6,000 new UA Apprentices and 6,000 graduating UA Apprentices each year.
- Evaluate incoming transcripts for UA Apprentices for credit toward the apprentice program.
- Process registration of UA Apprentices for both DL and on-site courses.
- Prepare and process WCC transcripts for UA Apprentices to demonstrate program progress.
- Assess graduation criteria for UA Apprentices, issue Certificates, post graduation information to transcript record.
- Process data queries and provide reports to various College departments and the UA regarding UA Apprentice progress, training rosters, enrollment reports, graduation reports, and other reporting needs as required.
- Dispense information concerning UA to various College departments and the UA by means of email, telephone, written reports and in-person.
- Prepare forms, documents, and materials required for reporting and processing purposes.
- Perform other related duties as directed by the supervisor.

Minimum Qualifications:

- High school diploma or GED equivalent, *and* fifteen (15) credit hours in related coursework *and* two (2) years relevant work experience **OR** the equivalent combination of education and work experience.
- Demonstrated ability in word processing. (Microsoft Word preferred), spreadsheets (Microsoft Excel preferred) and access (Microsoft Access preferred).
- Accurate data entry skills required.
- Experience with SCT Banner 2000 software preferred.
- Ability to use Internet Browsers, emails, and web searches.
- Ability in English usage and spelling, basic math, filing, telephone etiquette.
- Ability to fluctuate with peak work demands and high stress periods.
- Ability to appropriately handle confidential materials.

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- Ability and willingness to implement policies and procedures as directed by the supervisor.
- Strong interpersonal skills to deal effectively with the various College and community publics.
- Ability to understand and explain institutional policy and procedures to students and staff.

Effective date of employment:

Immediate

To Apply:

Send completed official WCC Application transcripts to Washtenaw Community College, Office of Human Resource Management, 4800 E. Huron River Dr., First Floor Business Education Building, Room 120, PO Box 1610, Ann Arbor, MI 48106. Application must be completely filled out and received by closing date. "See resume" on application will not be acceptable and application will not be considered. Candidates must be authorized to work in the United States. Proof of U.S. citizenship or immigration status will be required upon employment. For job postings and application materials see our web site at <http://www.wccnet.edu/jobs>. Phone: 734-973-3497

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Business Education Building, and (734) 973-3497. Inquiries concerning access to facilities should be directed to the Associate Vice President of Facilities Development and Operations, Plant Operations Building, (734) 677-5300.

In accord with the Americans with Disabilities Act of 1990 applicants needing reasonable accommodations with the hiring process (application, testing, and interview), including physical accessibility and communication issues, are to inform the Washtenaw Community College Office of Human Resource Management.

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