



DIRECTOR - ADMISSIONS & RECORDS

Responsible To:	Dean of Student Success
Authorization From:	Superintendent/President
Period of Employment:	Full-time, 12 month position
Salary:	Certificated and Classified Administrative Salary Schedule Grade 13

GENERAL RESPONSIBILITIES

Under the direction of the Dean of Student Success, plans, organizes, controls and directs the processes and operations of the offices of Admissions and Records including admissions, registration, records management, degree evaluation, articulation, certificates, transfer and graduation in accordance with state and federal codes and regulations and District policies and procedures. Supervises the maintenance and custody of student records. Serves as the departmental expert in technology, including database analysis, specifications, modifications, management, testing and training. Supervises and evaluates the performance of assigned personnel.

PRIMARY DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed.

Plans, organizes and directs District admissions, enrollment, registration and records policy and procedures.

Establishes, secures, directs and automates the retention/destruction of student records in accordance with District guidelines and state and federal regulations.

Disseminates, reviews, maintains and submits instructor records related to attendance and grades. Provides up-to-date procedures for academic and attendance accounting regulations to faculty; and ensures collection of faculty data according to prescribed deadlines.

Establishes and verifies census, drop and withdrawal deadlines in accordance with Title 5 Regulations; develops and prepares appropriate enrollment data and attendance reports as required or requested by the District and the state.

Coordinates communications, department personnel, and information to meet student enrollment needs. Resolves student application, enrollment, registration issues, conflicts and discrepancies in a proper and timely manner. Communicates with Admissions and Records end users regarding updates, changes, and all programming in the student information system.

Develops, interprets and delivers effectively structured academic support services such as admissions, registration, processing of grades, maintenance of student and course records, verification of student enrollment, certification of graduation, production of transcripts and diplomas. Interprets and communicates policies regarding evaluation and general certification for counseling, advising staff and students. Works closely with counselors and advisors developing and interpreting the Degree Audit System. Provides training as necessary.

Maintains an efficient system of compiling student records, requests for incoming and outgoing transcripts and all legal requests for student records.

Manages the review, processing and awarding of certificates, degrees, and transfer certification for students.

PRIMARY DUTIES AND RESPONSIBILITIES, *continued*

Researches, analyzes, and develops enhancements of automated systems related to admissions, registration, records, graduation, and online services; maintains current knowledge of hardware and software capabilities; contributes to long-range District technological planning decisions.

Prepares ongoing program reviews, ensures compliance with matriculation regulations; develops student learning outcomes processes, is the lead for graduation and conduct studies as required.

Analyzes, creates and recommends new policies, procedures, forms and plans facilities usage for the admission and registration of students.

Coordinates admissions and registration activities with appropriate departments, faculty and staff. Oversees the preparation of instructor packets, drop rosters, rosters and grades as directed.

Interprets and applies state and federal laws, rules, regulations, and District policies relating to admissions, residency, registration, and records. Serves as the expert on FERPA for the District.

Participates in the enrollment management process by reviewing and reporting enrollment patterns, enrollment data, statistics, comparisons, completion trends and other related reports as required to appropriate administration and departments.

Develops and coordinates the Student Services sections of the District catalog, schedule of classes, and Admissions & Records webpages.

Supervises and participates in the input of enrollment data into an assigned computer system. Establishes and maintains automated records and files. Assures accuracy, data integrity, and completeness of input and output data and related Admissions & Records transactions. Develops queries and generates computerized reports for Admissions and Records. Disseminates information to faculty and staff as needed.

Compiles data for mandatory reports related to enrollment, attendance, grades, graduation, student demographics, and submits reports to on-campus, state, federal, and other agencies as required.

Supervises, coordinates, trains and evaluates the performance of assigned personnel. Assign employee duties and reviews work for compliance with established requirements and procedures. Develops, implements and conducts staff training sessions.

Assists in the development and preparation of the annual preliminary budget for Admissions & Records. Analyzes and reviews budgetary and financial data; prepares, documents and justifies budget requests; control and authorizes expenditures.

Assists with the development and implementation of goals, objectives, policies and priorities for Admissions & Records functions and processes.

Establishes and maintains liaisons with other community colleges, four-year colleges and professional organizations to coordinate policies and procedures on admissions, registration, and transfer of students. Attends meetings, conferences, seminars and other gatherings to keep informed of policy changes.

Communicates with the Dean of Student Success and the Vice President of Student Services and appropriate departments, administrators and staff concerning admissions, registration, and graduation deadlines, state audit regulations, statistics, and changes in state regulations.

Responsible for the development, monitoring, and evaluation of enrollment priorities, exemptions, and the priority registration schedule.

PRIMARY DUTIES AND RESPONSIBILITIES, *continued*

Provides assistance to the Admissions and Records staff in diagnosing and resolving problems associated with the administrative software, integrated programs, and web-based programs. Becomes an expert in administrative software file structure to ensure data integrity for complex reporting requirements.

Serves as the project manager for Admissions and Records programs or for modifications to existing programs from inception, development of programming specifications, to implementation, training, and on-going maintenance.

Coordinates and oversees all testing of the student database and all associated programs within the Admissions and Records department. Acts as a liaison between Admissions and Records and IT.

Oversees, coordinates, and tracks the admission, registration, hours and grades of off-site programs.

Responsible for international student admission and federal compliance with SEVIS reporting requirements. Serves as the Primary Designated School Official (PDSO) with Homeland Security.

Provides departmental participation in Student Success and Support Program such as admissions and graduation.

Serves on various District committees as appropriate.

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Policies, procedures, functions and organization of District admissions, registration, records, and online services.
- Applicable state and federal laws, codes, regulations, policies and procedures related to admissions, registration, matriculation and records maintenance, including Title 5 and California Education Code.
- Basic District curricula, graduation and transfer requirements.
- Principles and practices of supervision and training.
- Capabilities and applications of data processing systems as applied to Admissions & Records functions, inclusive of online admissions, registration and electronic document imaging.
- Computer operations, systems and related software programs, including spreadsheet, database, and word processing.
- Oral and written communication skills; including correct English usage, grammar, spelling, punctuation and vocabulary.
- Community college organization, operations, policies and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Policies and objectives of assigned programs and activities.
- Budget preparation and control.

Ability to:

- Plan, organize, coordinate, control, and direct the activities and functions of the Admissions, Registration, and Records.
- Develop, revise and implement policies, procedures and guidelines related to assigned functions to ensure a service-oriented operation.
- Assure compliance with state, federal, and college regulations, requirements, policies, and mandates.
- Coordinate activities with IT operations.
- Work confidentially and with discretion.
- Train, supervise and evaluate personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.

- Analyze situations accurately and adopt an effective course of action.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.

MINIMUM QUALIFICATIONS

An applicant can meet the minimum qualifications in one of two ways as listed below:

1. An earned Bachelor's degree or equivalent from an accredited institution and five (5) years of full-time equivalent experience in college admissions, registration and records or any equivalent combination of training and experience in another student services area, three (3) of which with increasingly responsible supervisory full-time equivalent experience. A post-graduate degree may substitute for up to one year of experience. Demonstrate sensitivity to, and respect for, the diverse academic, socio-economic, ethnic, cultural, disability, religious background, and sexual orientation of community college students. OR
2. An earned Associate's degree or equivalent from an accredited institution and seven (7) years of full-time equivalent experience in college admissions, registration and records or any equivalent combination of training and experience in another student services area, three (3) of which with increasingly responsible supervisory full-time equivalent experience. Demonstrate sensitivity to, and respect for, the diverse academic, socio-economic, ethnic, cultural, disability, religious background, and sexual orientation of community college students.

DESIRABLE QUALIFICATIONS

Banner experience, preferably at the community college level.

Demonstrated experience with complex computerized interactive student database systems.

PHYSICAL REQUIREMENTS

1. Ability to stand and circulate for extended periods of time.
2. Ability to work at a desk, conference table or in meetings of various configurations.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed materials and observing students.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to reach in all directions.
7. Ability to lift and carry 25 lbs.

Reasonable accommodations will be made for candidates with physical disabilities.