

**DIRECTOR OF ADMISSIONS, RECORDS AND
RELATIONS WITH SCHOOLS
Los Medanos College**

DEFINITION

Under direction of the President, the Director of Admissions, Records and Relations with Schools combines staff responsibilities to the President, instructional managers, faculty and committees, and direct line supervision of the Admissions and Records Office Manager. The Director provides managerial leadership and direction for functions, such as: admissions, registration, certificates of eligibility; records and reports; relations with schools; publications; compliance with regulations, laws, policy. The Director coordinates and consults with other managers or appropriate personnel and provides support for related college operations, such as: recruitment, outreach, matriculation, articulation, research, educational program planning, course outline inventory and curriculum development. The Director serves as liaison to District Data Processing and Computer Services, and maintains contacts with relevant professional and/or governmental agencies, offices, associations or organizations.

RESPONSIBILITIES

The Director of Admissions, Records and Relations with Schools is primarily responsible for the following activities:

Managing the Office of Admissions and Records; supervising the work of Admissions and Records Office Manager and office staff; ensuring compliance with District policy, Education Code and Title V, and other relevant laws.

Coordinating and integrating the functions of Admissions and Records with college programs, services, administration, and governance; coordinating, supporting, and where appropriate, leading research, articulation and matriculation efforts.

Providing in-service and staff development necessary for office personnel to enhance skills, adapt to new circumstances, and to interact effectively and sensitively with students and staff of diverse racial, ethnic, gender and cultural backgrounds.

Leading in the development, implementation, evaluation and improvement of procedures for admission and registration of students.

Leading in the development, implementation, evaluation and improvement of procedures for collecting student records and information; generating reports and data as required by District, state, federal agencies.

Directing, implementing, and evaluating procedures and guidelines for the evaluation and certification of student records for program admissions, degree, and certificate eligibility, supervising the admission and registration of special students, e.g., foreign, out-of-state, veterans.

Managing the installation, maintenance and operation of the Degree Audit and Review System (DARS); coordinating DARS with college counseling, matriculation and other appropriate connections, and with the District Computer and Data Processing Services.

Supervising graduation; coordinating and supporting similar ceremonies; chairing the College Graduation Committee.

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RESPONSIBILITIES (CONTINUED)

Establishing and maintaining cooperative relations and communication with schools, colleges, universities, adult education, Regional Occupational Programs; serving as principal College contact; coordinating outreach activities; coordinating on-campus activities relating to appropriate institutions, projects or groups.

Supervising the preparation, review, revision and ensuring the currency and accuracy of publications, such as the college catalog, schedule of classes, informational and instructional guides for admissions and enrollment.

Maintaining a comprehensive and current knowledge of the College curriculum; providing consultation and resource support to faculty, managers and staff in regard to regulation and policy; maintaining the course outline file; monitoring and advising on compliance of curriculum to statutory and policy standards and regulations.

Receiving and deciding and/or recommending solutions to student appeal or grievances related to the functions of the Office of Admissions, Records and Relations with Schools; soliciting student feedback on operations, policy, problems and/or issues.

Serving as College representative, contact and liaison to the District and other colleges in data processing, management information systems and services, computer security and access, telephone registration and similar matters.

Developing and managing the Office of Admissions, Records and Relations with Schools budget; supervising the collection and control of funds; coordinating fee collection activities with the College Business Officer.

Performing other related duties that may be assigned or delegated by the College President.

REPORTING RELATIONSHIPS

The Director of Admissions, and Records and Relations with Schools reports to the College President.

The Admissions and Records Office Manager is responsible to the Director.

MINIMUM QUALIFICATIONS

Possession of a Master's degree from an accredited institution or equivalent.

Two (2) years in admissions and records work in a community college, or equivalent work in an equivalent setting (business, industry, professional, governmental) or equivalent.

DESIRABLE QUALIFICATIONS

(Need to add)