

**DIRECTOR OF ADMISSIONS AND RECORDS  
Contra Costa College**

**DEFINITION**

Under general direction of the Dean of Student Services, the Director of Admissions and Records is responsible for administering all college admissions; planning and supervising student registration; administering and maintaining a program for generating academic and attendance records consistent with the California Educational Code, state law, district and campus policy and professional ethics; planning, supervising and evaluating programs for the evaluation and certification of individual student records for purposes of transfer or eligibility.

**RESPONSIBILITIES**

The Director of Admissions and Records is primarily responsible for the following activities:

Planning, implementing, and evaluating methods and procedures for student admissions and registrations in all college programs.

Planning and supervising the maintenance of the attendance and academic records as required for the college, district, state or federal agencies.

Supervising and evaluating the methods and procedures for enrolling and certifying the veteran student.

Supervising the evaluation and certification of individual student records for purposes related to transfer and eligibility.

Planning, supervising, and implementing the evaluation of individual student records to determine eligibility for degrees and certificates.

Planning and implementing an annual budget for the operation of the registration, records, and admissions sections of the department.

Maintaining a working knowledge of past, present, and proposed curriculum and programs.

Maintaining continuous liaison with other community colleges, four-year colleges, and other agencies on admissions, registration, and transfer policies and procedures.

Maintaining a continuous liaison with the district Data Processing Center.

Maintaining an effective liaison with individual staff, instructional departments, and administrators relative to accomplishing the above.

**REPORTING RELATIONSHIPS**

The Director of Admissions and Records reports to the Dean of Student Services.

Positions directly responsible to the Director of Admissions and Records and Admission and Records Office classified personnel.

(Over)

**MINIMUM QUALIFICATIONS**

Three (3) years of credentialed experience in education.

Possession of or eligibility for a California Community College Administrative Credential.

Possession of a bachelor's degree plus graduate hours or master's degree from an accredited college or university.

**DESIRABLE QUALIFICATIONS**

The knowledge, skills, abilities and leadership characteristics to perform successfully the responsibilities of the Director of Admissions and Records.

Experience in, knowledge of, or ability to:

- Management of student data and records.
- Methods of data management.
- Administrative ability and skills.
- Supervising personnel.
- Structure and operation of a community college.
- Basic research skills.
- Basic planning skills.
- Analyzing and interpreting educational law.
- Curriculum development.
- Public relations.