

**DIRECTOR OF ADMISSIONS AND RECORDS**

**Diablo Valley College**

**DEFINITION**

Under general direction to administer and maintain programs for generating academic and attendance records that meet California State Law, district and campus policy, and professional ethics; and to plan, supervise and evaluate programs which certify that student records accurately reflect the student's academic achievements and class attendance.

**RESPONSIBILITIES**

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

Maintain effective liaison with administration, faculty, and students.

Plan, implement, and evaluate admissions and registration procedures for students enrolled in programs offered by the college.

Supervise the evaluation and certification of student records for purposes related to transfer to other educational institutions, completion of a vocational program, athletic eligibility, and eligibility for various government benefit programs.

Plan, supervise, and supplement the evaluation of student records to determine students eligible for Associate degrees and for Certificates of Achievement. As necessary, advise individual students on matters related to their academic record.

Prepare and manage an annual operations budget for the Admissions and Records Department.

Establish and maintain liaison with other community colleges, four-year colleges and professional organizations in order to coordinate policies and procedures and attendance reports as requested by College, District, state, or federal agencies.

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

Maintain liaison with the District Data Processing Center.

Oversee selection, training, supervision, and evaluation of permanent and temporary office personnel.

Represent the Admissions and Records Office functions on assigned campus and district committees.

Develop and recommend campus policies appropriate to academic standards.

Accept and perform other related assignments and responsibilities as may be delegated.

### **REPORTING RELATIONSHIPS**

The Director of Admissions and Records reports directly to the Dean of Student Services. He/she confers with other administrators on matters related to registration procedures and student records.

Admissions and Records Office personnel report to the Director of Admissions and Records.

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### **DIRECTOR OF ADMISSIONS AND RECORDS (DVC)**

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### **MINIMUM QUALIFICATIONS**

Four (4) years of progressively more responsible experience in an admissions and records office at a medium to large institution of higher education.

A Master's Degree or its equivalent from an accredited institution.

### **DESIRABLE QUALIFICATIONS**

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

Experience in, knowledge of, or ability to:

- Manage student data and records.
- Methods of computerized data management and analysis.
- Organizational ability and skills.
- Supervision of personnel.
- Structure and operation of the California Community College.
- Basic research and planning skills.
- Interpretation and application of educational laws.