

## DIRECTOR OF ADMISSIONS AND RECORDS

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrator	Supervisor/ Management	M7	06/27/19	Academic Manager	1 of 2

**DEFINITION:** The Director of Admissions and Records manages all aspects of admissions and records services and operations in compliance with the California Education Code, Title 5 (California Code of Regulations), federal and other California law, and district and college policy.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

Plans, organizes and directs the Admissions and Records Department operations and staff including the application, admission and enrollment processes for students.

Develops, implements, evaluates and improves procedures for admission and registration of students, residency classification, and attendance accounting. Interprets and analyzes state and federal regulations, the application of current and impending legislation, policies, and procedures to determine impact on program and service areas and to formulate compliance and reporting strategies.

Coordinates and integrates the functions of Admissions and Records with College programs, services, administration, and governance and provides support for College research, articulation and matriculation efforts.

Develops and manages the Office of Admissions and Records budget; supervises the collection and control of funds; coordinates fee collection activities.

Generates reports and data as required by District, state, and federal agencies.

Monitors and ensures the accuracy and security of data related to student grades, records and transcript evaluation.

Provides 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 backgrounds.

Directs, implements, and evaluates procedures and guidelines for the evaluation and certification of student records for program admissions, degree and certificate eligibility; and supervises the admission and registration of international, out-of-state, and veteran students.

Maintains comprehensive and current knowledge of the College curriculum; provides consultation and resource support to faculty, managers and staff in regard to regulation and policy; monitors and advises on compliance of curriculum to statutory and policy standards and regulations.

Serves as College representative, contact and liaison to the District and other colleges in information technology systems and services, computer security and access, telephone and online services and similar matters.

Participates on College, District, and state committees.

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Evaluates policies and procedures related to collection and maintenance of student records and related information; generates reports and data required by District, state and federal agencies.

May coordinate graduation activities; provide support for similar ceremonies; chair the College Graduation Committee.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Admissions, registration, evaluation of records, enrollment management issues; California Education Code, Title 5 (California Code of Regulations), and other related laws and procedures; principles of public and business administration, office administration, student administrative software systems; budget management; confidentiality and security of student records; principles of supervision.

**Ability To:** Direct admissions and records services; interpret and analyze state and federal laws and District and College policies and regulations; train, supervise and evaluate staff; establish departmental standards and objectives; manage budget and supervise collection and control of funds; communicate effectively in written and oral presentations; represent the department, College, and District interests with other colleges, external organizations and on-campus groups; use organizational skills that enable performance of duties in a timely fashion with attention to detail; communicate effectively with persons of diverse cultures, language groups, and abilities; demonstrate understanding of, sensitivity to and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability and religious background of all students, faculty and staff; establish and maintain effective working relationships with those contacted in the course of work.

**Education/Training:** Possession of a Master's degree from an accredited college or university.

**Experience:** Equivalent to four (4) years of full-time increasingly responsible experience in Admissions & Records or other relevant student services experience in a college setting, including three (3) years' experience in supervisory or other lead role.

**License/Certification:** A valid Class C California Driver's License.

**Adopted:** 02/28/08

**Revised:** 02/27/19