

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMISSIONS AND RECORDS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Admissions and Records, supervise and coordinate the operation and activities of the Admissions and Records Center; assist in the organization and supervision of the District's admissions and registration activities; assist the director in planning and implementing departmental procedures; train, supervise, and evaluate office staff.

REPRESENTATIVE DUTIES:

Supervise and coordinate the operation and activities of the Admissions and Records Center, including the processing of applications, records maintenance, document imaging and microfilming, residency verification, and other functions. *E*

Assist the director in planning and implementing departmental procedures; implement policies and regulations as required; provide advice and consultation related to various aspects of Admissions and Records Center. *E*

Participate in the implementation of the Program Review process for the Admissions and Records Center. *E*

Implement methods and procedures for admission periods; coordinate late and on-going procedures as appropriate; order and prepare materials and supplies. *E*

Participate in the development and enhancement of the department's automated systems. *E*

Coordinate scheduling of data processing support services for the purpose of maintaining student records, including academic grade changes, petitions for credit by examinations and independent study, credit/no credit options, residency changes, and student transcripts. *E*

Confer with Computer Systems Services personnel to develop and streamline procedures to ensure proper scheduling of computer-generated documents and reports. *E*

Provide information and technical assistance to faculty, staff, students, and others requiring judgment, knowledge, and interpretation of policies, procedures, and regulations related to assigned activities. *E*

Provide direction, information, technical assistance, and training to personnel at the district's education centers and extension sites to ensure compliance of all State and District regulations and policies as they relate to the admission, enrollment, and records maintenance of students. *E*

Train, supervise, and provide work direction for full- and part-time employees in Admissions and Records; assist in selecting, hiring, and evaluating personnel; schedule and assign work and assure proper staffing levels and work loads. *E*

Coordinate and supervise the collection, processing, and maintenance of all district attendance rosters and final grade rosters; develop and communicate appropriate procedures to faculty. *E*

Admissions and Records Supervisor - Continued

Coordinate work flow including daily job assignments and operational activities within the Center. *E*

Coordinate admission activities for the Early Admissions High School Program and provide staff as appropriate. *E*

Maintain a student record system which includes: computer-maintained information, microfilm and microfiche records, document imaging, the storage and retrieval of active and inactive records, and placement and removal of Administrative holds on student records. *E*

Conduct continuous reviews of office procedures pertaining to the admissions systems, residency verification, and records operations; recommend appropriate changes. *E*

Perform computer operations to update student records and verify student information; enter and retrieve a variety of information and reports as necessary. *E*

Maintain current knowledge of college curriculum, rules, regulations, and guidelines applicable to Admissions and Records. *E*

Assist in formulation of operational plans and budgets; assist in administering approved budgets.

Communicate with district personnel and outside organizations to exchange information, coordinate activities, and resolve issues.

Serve on appropriate college committees as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procedures and operations of Admissions and Records.

State residency laws and procedures.

International Student admissions, Federal laws, and procedures.

Modern office practices, procedures, and equipment.

Operation of a variety of office equipment including a computer, microfiche reader-printer, and document imaging equipment.

Records management.

Principles and practices of administration, supervision, and training.

District organization, operations, policies, and objectives.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

Microsoft Office software.

ABILITY TO:

Organize and supervise the day-to-day operation of Admissions and Records effectively.

Perform specialized clerical and technical duties related to Admissions and Records services.

Admissions and Records Supervisor - Continued

- Understand and follow oral and written directions.
- Work under diverse situations.
- Meet constantly changing deadlines.
- Use a personal computer to generate reports and department communication.

- Keyboard at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Work cooperatively with others.
- Work independently with little direction.
- Train, supervise, and evaluate personnel.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Perform minor repairs on equipment.
- Prioritize and schedule work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate degree and three years of responsible experience requiring supervision, leadership, organizational and technical skills in a high public contact environment.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Frequent interruptions.

PHYSICAL ABILITIES:

- Sitting and operating a computer keyboard to enter data into a computer terminal for extended periods of time.
- Bending at the waist.
- Hearing and speaking to exchange information.
- Lifting light objects.
- Reaching overhead, above the shoulders, and horizontally to store or retrieve files and records.
- Seeing to monitor Admissions and Records operations and prepare various reports.

HAZARDS:

- Contact with dissatisfied or abusive individuals.

July 12, 1999

Johnson & Associates