

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF ADMISSIONS AND RECORDS

SUMMARY DESCRIPTION

Under the administrative leadership of the responsible administrator, plan, manage, and implement the District's comprehensive Admissions and Records and Outreach programs; assume responsibility for admissions, registration, student computer information system, student recordkeeping and reporting; create and enforce College District policy and procedures for Federal and State regulations in Admissions and Records and Outreach programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, manage, and implement the District's comprehensive Admissions and Records and Outreach programs; manage and participate in the development and implementation of District goals, objectives, and priorities for assigned programs; lead the department in the creation, development and implementation of Student Learning Outcomes and Program Review. E
2. Monitor all aspects of student records management through knowledge and interpretation of Federal and State laws, the Family Educational Rights and Privacy Act, and the California Education Code; interpret, apply, and implement Title 5 State guidelines and regulations governing and maintaining student records. E
3. Direct the collection and distribution of District attendance accounting records and final grade rosters; monitor and assure compliance with State attendance accounting regulations; assist in preparing the District apportionment reports for submittal to the State of California. E
4. Coordinate the recruitment, application and admission requirements for International Students; monitor federal regulations and college policy and procedures for the admissions of International Students; maintain and apply current knowledge of SEVIS federal regulations and monitor District compliance with the guidelines for issuing I-20 forms for qualified students. E
5. Perform ongoing review of catalog and class schedule information for relevant statements, policies, and procedures; develop, revise, and implement as needed to maintain compliance with District, State, and Federal requirements; advise administration, faculty, and staff of need for change in current policies. E
6. Supervise, plan, direct, coordinate, and review work plans for staff providing services and activities; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems. E
7. Participate in the selection of new personnel; train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. E
8. Review and resolve petitions for exceptions to academic policies and procedures related to residency, academic renewal, course repetition, and course withdrawal and other related areas. E
9. Serve as a liaison to and coordinate with other college departments and Higher Education Centers to assure accurate dissemination of information; negotiate and resolve sensitive and controversial issues within the programs; analyze and resolve conflicts with individual student issues. E

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Director of Admissions and Records - *Continued*

10. Direct and coordinate the Outreach activities with local feeder high schools and adult schools, other educational institutions and community organizations. E
11. Manage and oversee the student information computer systems; participate in the development of new systems and in solving problems with existing systems in collaboration with Institutional Technology staff. E
12. Conduct a variety of organizational studies, investigations, and operational studies related to assigned area; prepare a variety of statistical and narrative internal reports for informational and planning purposes; recommend modifications to policies and procedures as appropriate. E
13. Develop and monitor status of budgets and monitor and control appropriate expenditures. E
14. Prepare documentation and information necessary for audits and serve as the liaison with outside auditors. E
15. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a comprehensive Admissions and Records and Outreach programs.

Principles and practices of program development, administration, and review.

State compliance related to Attendance Accounting regulations and guidelines.

District policies and procedures related to the Admissions and Records and Outreach programs.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Methods and techniques of research, analysis, and decision-making.

Principles and procedures of statistical record keeping and report preparation.

Modern office procedures, methods, and equipment including computers and applicable software.

Interpersonal skills using tact, patience, and professionalism.

Conflict resolution and tolerance for interacting with upset and difficult people.

Strong oral and written communication skills.

Ability to:

Manage, direct, and provide effective leadership for a comprehensive District Admissions and Records and Outreach programs.

Develop and administer program goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of staff.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise administrative and financial reports.

Prepare and administer assigned budgets.

Interpret and apply applicable Federal and State laws and regulations, and District policies and procedures.

Work successfully with faculty, administrators, staff and community members.

Coordinate Program Reviews and Student Learning Outcomes.

Organize complex documentation for program audits.

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Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor's degree with a major in business administration, public administration, or related field and two years of increasingly responsible supervisory and management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

December, 2011
Forsberg Consulting Services

December, 2013
Human Resources