

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Admissions & Records Lead Coordinator

Department: Admissions & Records

Location: Evergreen Valley or San Jose City College

Date: July 1, 2012

POSITION PURPOSE

Under direction of assigned administrator, serve as a lead coordinator for the Admissions & Records (A&R) office; plan, organize, implement and lead the operations of the A&R Office and act on behalf of, or in absence, of a supervisor for the department.

DISTINGUISHING CHARACTERISTICS

This is a lead coordinator, or the senior level in the Admissions and Records Coordinator series. While level I leads A&R staff and administers specialized A&R programs, level II is expected to be able to provide direction to A & R staff, and lead the evening office hours. The Admissions and Records Lead Coordinator has the highest level of authority and is expected to provide leadership in the coordination of all the department activities; and be able to plan, organize, implement, and lead the processes and operations of the A&R Office, with minimal supervision from a Dean or Director.

KEY DUTIES AND RESPONSIBILITIES:

1. Provide leadership in the coordination of all A&R activities. Plan, organize, lead and coordinate the operations, processes and procedures of the A&R department. Recommend and assist in the implementation of goals, performance indicators, and improvements for the department.
2. Plan admissions and registration activities for fall and spring semesters, summer and inter-sessions; meet with the various campus divisions involved in admissions and registration activities and oversee the admissions and registration process.
3. In collaboration with the supervisor, work with Vice President of Student Affairs and Dean of Counseling and Matriculation, providing integrated, coordinated and comprehensive student support services that effectively support student success.
4. Collaborate with Academic Affairs to assist students in successfully navigating through institutional processes and procedures; assists high school students as necessary.
5. Provide support to faculty in processes dealing with census reporting, class add/drops, early alert monitoring and grading; responds to District Office regarding positive attendance information.
6. Assist with graduation, transfer and certification eligibility and coordinate staff in the evaluation of student records for transfer and degree eligibility.
7. Communicate with administrators, personnel and contractors as necessary to coordinate activities, resolve issues and conflicts and exchange information; interpret and explain complex policies and procedures; serve as a resource to the College community.
8. Oversee the collection, accounting and deposit of related fees; work with supervisor and the Business Service Office to prepare and manage the budget of A&R department; collaborate as necessary with auditors as the main contact and resource person; prepare document trails to support audit requirements.
9. Update and implement the student policies, catalog information and related campus documents

having to do with A&R.

10. Attend and conduct a variety of meetings as assigned; participate on assigned committees; participate in activities connected with the development and continuous improvement of the department.
11. Act on behalf of, or in absence, of a supervisor for the department.
12. Perform other duties related to the job classification.

EMPLOYMENT STANDARDS

Knowledge of:

1. Applicable sections of the State Education Code and other applicable laws including Title V.
2. Rules, regulations, requirements and restrictions regarding student records, admission and registration.
3. Organization, procedures and operating details of an Admissions and Records office.
4. Oral communication skills, public speaking principles and techniques.
5. Research methods and techniques as well as statistical analysis methods and record-keeping techniques.
6. Basic mathematics, as well as accounting practices procedures and terminology.
7. Principles and practices of administration, supervision and training.
8. Written communication skills, correct English usage, grammar, spelling, punctuation and vocabulary.
9. Interpersonal skills using tact, patience and courtesy.

Skills and Ability to:

1. Interpret, apply and explain policies, procedures and regulations regarding college admission, registration and student records.
2. Analyze situations accurately and adopt an effective course of action.
3. Read, interpret and explain statistical data, technical procedures and governmental regulations.
4. Research, analyze and evaluate service delivery methods and techniques.
5. Prepare a variety of correspondence as well as prepare and deliver oral presentations.
6. Assign and review the work of others. Train and provide direction to personnel.
7. Work independently with little direction meeting schedules and time lines.
8. Communicate effectively both orally and in writing.
9. Maintain composure in stressful situations.
10. Establish and maintain cooperative and effective working relationships with others.

Experience and Education:

1. Associate's degree from an accredited institution.
2. Four years of increasingly responsible lead experience in a college admissions and records position or a related area.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Typical office environment.
2. Dexterity of hands and fingers to operate a computer and a variety of office equipment.
3. Sitting or standing for extended periods of time.
4. Reaching overhead, above the shoulders and horizontally.
5. Hearing and speaking to exchange information and make presentations.
6. Seeing to read a variety of materials and monitor the work of assigned staff.
7. Bending at the waist, kneeling or crouching.
8. Lifting light objects.

Hazards:

1. Contact with dissatisfied or abusive individuals.

Board Approved: 6/26/2012
Salary Range: 120
EEO Category: 2B2 – Other Professionals