

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Director, Admissions and Records

Department: Admission & Records

Location: San Jose City College

Date: April 13, 2016

POSITION PURPOSE

Under general direction of the Vice President of Student Affairs or assigned administrator, the Director of Admissions and Records is responsible for the admissions, registration, student recordkeeping, and reporting programs of the college, including maintaining compliance with federal, state regulations and local policies, and recommending revisions as appropriate. This position helps create a welcoming entry point to the college through effective practices and commitment to quality student services.

NATURE AND SCOPE

The Director of Admissions and Records plans and directs all procedures relating to the registration and admission of students; develops and implements processes that support the Admissions and Records office; consults with and advises college/district administration, and faculty regarding state regulations and district policies including records access policy and procedures, etc.

KEY DUTIES and RESPONSIBILITIES

1. Manage a system for the registration, recording, and reporting of information pertaining to student enrollment, attendance, and grades. Certify eligibility for degrees and certificates.
2. Take leadership in student FTE monitoring, forecasting and reporting.
3. Update students on new and changing policies and procedures in a timely manner using multiple methods.
4. Manage and develop admission and records; complete and analyze data related to student satisfaction; develop organizational structures and work processes which facilitate attainment of established program goal and objectives.
5. Direct the process of admitting students, including the determination of California residency, and the maintenance of accurate, current student demographic information.
6. Coordinate the overall management of reports required by federal, state and local agencies, including apportionment and student demographic and degree information to the California Community College Chancellor's Office; and support related audits.
7. Participate in the search and selection process for all assigned staff; supervise, train and evaluate staff in assigned area.
8. Manage and monitor processes that ensure compliance with federal/state law (such as FERPA) in the areas of admission, apportionment, and student record keeping; review state and local policy and recommend changes as appropriate.
9. Direct the maintenance and reporting of student and attendance information in the student information system.

10. Notify faculty and staff regarding policy and procedures for recording and reporting grades and attendance.
11. Direct the certification of students receiving veterans' educational benefits and supervise the liaison with federal and state agencies.
12. Review the college catalog and schedule information as it relates to all aspects of admissions, registration, and records, and make necessary revisions; develop and update publications in assigned area.
13. Establish deadlines, academic calendar dates, and reporting requirement dates as required by state law and local policy, and systematically distribute such information to all segments of campus.
14. Identify best practices and implement continuous quality improvement practices.
15. Manage the International Student Admission process in collaboration with the International Student Program. Work collaboratively with staff and faculty to develop program review and program learning outcomes.
16. Prepare, monitor, and manage the annual budget for assigned department.
17. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Higher education and student services in California Community Colleges.
2. Matriculation process at California Community Colleges.
3. Use of technology in delivery of enrollment services.
4. Title 5 and Ed Code regulations related to Admissions and Records.
5. Concurrent Enrollment, Middle College and Early High School Programs.
6. Admissions/Registration requirements related to International Students.
7. Financial Aid Programs available to students at the community college level.
8. Budget preparation and control.
9. Funding and budget methods and regulations regarding the use of funds.
10. Interpersonal communication skills using tact, patience, and courtesy.
11. Pertinent federal, state and local laws, codes and regulations.
12. Principles of supervision, training and performance evaluation.

Skills and Abilities to:

1. Plan, organize, develop, and evaluate the programs, activities, and services that meet student and community needs.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
4. Present a positive image of the College in the community.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt effective courses of action.
7. Plan and organize work to meet schedules and time lines.
8. Work independently with little direction.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Bachelor's degree from an accredited institution in accounting, finance, business administration or related field.
3. One year of experience as a registrar or three years of experience with increasing responsibility in admissions and records.

Working Conditions:

1. Typical office environment.

Approved: 4/12/16
Salary Range: M-23
EEO Category: 2B1 Executive/Administrative/Managerial