Employment Opportunity
Director of Admissions & Records
CL07-63  (Student Services)

Initial screening of applications will begin Tuesday, May 27, 2008, and applications will be accepted until the position is filled

About the Position
The Director of Admissions and Records is a vital position for Cabrillo College. The office of Admissions & Records serves as the front door of the College. The Director is responsible for college-wide major responsibilities including admissions, registration, and student recordkeeping and reporting programs. Position responsibilities also include supervision of assigned staff at all Cabrillo locations, and management of the department budget. Successful performance of the work requires the use of considerable independence, initiative and discretion within established guidelines.

Examples of Duties
Under the general direction of the Vice President of Student Services, the Director of Admissions & Records provides leadership directing the following major functions:

- College application and admissions. This function includes the determination of California residency, and the maintenance of accurate, current student demographic information
- Registration. Manages various systems that support the registration process including registering in-person, on-line, or via the phone. Supervises Student Ambassadors who help fellow students with the registration process
- Records management. Manages a system for recording, maintaining and reporting information pertaining to student enrollment, attendance, grades, official and unofficial transcripts, and degrees or certificates conferred by the college
- Transcript evaluation. Evaluates student transcripts for course equivalencies, works with articulation officers to determine course equivalencies, and determines eligibility for degrees and certificates
- Report preparation. Coordinates the overall management and generation of reports required by federal, state and local agencies, including the Apportionment Attendance Report (320) to be submitted to the Chancellor's Office of the California Community Colleges
- Supports faculty instruction. Provides support to the faculty members in areas such as registration problems, rosters, grades, policy and procedures for recording and reporting attendance and facilitates the handling of exceptions to established processes due to extenuating circumstances
- Compliance. Manages and monitors processes that ensure compliance with state law in the areas of admission, apportionment, student record-keeping, and the awarding of degrees and certificates
- Veteran Affairs. Directs the certification of students receiving veteran’s educational benefits and services as the liaison with federal and state agencies

Other duties may include, but are not limited to:

- Participates in the search and selection process for all assigned staff
• Supervises, trains and evaluates staff under his/her direction, including Admissions and Records, the college switchboard and college evening services support staff
• Reviews state and local policy and recommends changes as appropriate
• Directs the maintenance and reporting of student and attendance information in the student information system; and maintains liaison with the Associate Director of Information Technology relative to these areas
• Reviews the college catalog and schedule information as it relates to all aspects of admissions, registration and records, and makes necessary revisions
• Develops and updates publications in area of assignment
• Prepares recommendations for and manages the annual budget for the Admissions and Records office, and other areas within scope of assignment
• Provides an effective and active system for the provision of accurate information about the college and its curriculum for dissemination to students and the general public
• Conducts special studies, completes special assignments and generates reports as required or assigned
• Serves on and/or chairs district/college committees as required or assigned
• Performs related duties as required or assigned

Qualifications

Bachelor’s degree from a U.S. Department of Education recognized accredited organization plus related graduate school course work are required and at least three years of responsible supervisory or management experience in a college-level administrative position.

Knowledge of:
• Regulations and policies of community college admissions, registration and recordkeeping
• Attendance accounting and audit practices
• California Education code provisions and other federal and state policies and regulations

Ability to:
• Communicate effectively both verbally and in writing, with faculty, staff, students and the community
• Train, supervise and evaluate assigned staff
• Be an informed computer user with knowledge of computing systems
• Demonstrate effective leadership and good organizational skills
• Effectively analyze and solve problems and to work cooperatively with others
• Consistently perform under the pressure of deadlines and other administrative demands

Desired:
• Master’s or advanced degree
• Experience in Admissions and Records, counseling, Financial Aid, Student Affairs or other related functions at a college-level institution
Salary  
*Seven-step schedule ranges from $6109.92 to $8187.92 per month, plus fringe benefits. Full time (225-day) management assignment, 12 months per year, Monday through Friday, 8:00 a.m. to 5:00 p.m., with evenings and/or weekends as needed. Position scheduled to begin pending funding and Governing Board ratification. *Effective July 1, 2008, an eighth step will be added to the salary schedule which will be approximately 5% above the current top salary of $8187.92.

Cabrillo College currently provides a benefit stipend up to $6,754.80 per year for employee only and up to $12,849.36 per year for employee plus one dependent, and $17,680.20 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

How to Apply  
Application forms may be obtained through the Human Resources web site:  
http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below.

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA  95003  
or fax to: (831) 477-3545  
Phone:  (831) 479-6217

Postmarks or E-mail transmittals are not accepted

EACH APPLICANT MUST SUBMIT:

a)  Completed and signed Cabrillo College application
b)  Resume – job related
c)  Three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d)  Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant). Transcripts from all colleges attended to demonstrate the qualification re: college coursework listed in this announcement (copies accepted) OR official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
e)  A one-page (typewritten) response to the following:  
   •  Describe your philosophy regarding the role of the Director of Admissions & Records in a community college environment and how you see the position fostering this philosophy.
f)  Criminal History Inquiry Supplemental to Application

If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.
Selection Procedure  Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline  Initial screening of applications begins Tuesday, May 27, 2008, and applications will be accepted until the position is filled. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.