Employment Opportunity
Director of Admissions & Records
CL06-42
Apply by: Thursday, November 2, 2006 at 4:00 p.m. or until filled

About the Position
The Director of Admissions and Records is responsible for the admissions, registration, and student recordkeeping and reporting programs of the college. Position responsibilities include supervision of support staff and management of program budgets. 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:

• Manages a system for the registration, recording, and reporting of information pertaining to student enrollment, attendance, grades, and certifies eligibility for degrees and certificates
• Directs the process of admitting students, including the determination of California residency, and the maintenance of accurate, current student demographic information
• Coordinates the overall management of reports required by federal, state, and local agencies, including apportionment and student demographic and degree information
• Coordinates the reporting of apportionment related information to the Chancellor's Office of the California Community Colleges
• 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
• Manages and monitors processes that ensure compliance with state law in the areas of admission, apportionment, and student record-keeping
• 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 Vice President of Information Technology relative to these areas
• Notifies faculty and staff regarding policy and procedures for recording and reporting grades and attendance
• Directs the certification of students receiving veteran’s educational benefits and supervises the liaison with federal and state agencies
• Reviews and revises the college catalog and schedule information as it relates to all aspects of admissions, registration and records
• Develops and updates publications in area of assignment
• Establishes deadlines, academic calendar dates, and reporting requirement dates as required by state law and local policy, and systematically distributes such information to all segments of the campus
• Maintains a system for, and records student record history, both in the student database and on the permanent records
• Prepares enrollment full-time equivalent student (FTES) projections
• Prepares recommendations for and manages the annual budget for the Admissions and Records office, and other areas within scope of assignment
• Supervises and participates in the development and maintenance of a variety of related records, and the development of related reports
• Serves on and/or chairs college committees as required or assigned
• 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, serves on special assignments and generates reports as required or assigned
• Performs related duties as required or assigned

Qualifications

Any combination of education and experience equivalent to completion of a four-year college degree and approximately one year experience as Registrar at a college-level institution or 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

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
• Possess leadership and good organizational skills
• Consistently perform under the pressure of deadlines and other administrative demands
• Analyze and solve problems and to work cooperatively with others.

Salary

Seven-step schedule ranges from $5,883.33 to $7,885.58 per month, plus fringe benefits. Full time (225-day) management assignment, 12 months per year, Monday through Friday, with evenings and/or weekends as needed. Position scheduled to begin pending funding and Governing Board ratification.

Cabrillo College currently provides a benefit stipend up to $5,894.40 per year for employee only and up to $11,168.28 per year for employee plus one dependent, and $15,360.72 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  All application materials MUST be received in the Human Resources Department by:  
4:00 p.m., Thursday, November 2, 2006, or until filled.  

(CPostmarks 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

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09/07/06