

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS  
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

Under the direction of the Director of Admissions and Records, supervise the operation and activities of assigned functions within the Admissions and Records office; assist the Director on planning and implementing departmental procedures; serve as the Director in the absence of the Director of Admissions and Records.

SCOPE

The Assistant Director of Admissions and Records directly supervises registration, processing, residency, records, transcripts and other admission and record keeping functions. The position evaluates subordinates and serves as second-in-command in the Admissions and Records organization.

TYPICAL DUTIES AND RESPONSIBILITIES

- Supervise the operation and activities assigned functions within the Admissions and Records office including student registration, the processing of applications, records maintenance, residency verification, counter, evaluations, transcripts and other functions (*E*)
- Assist the Director in developing, planning, writing and implementing departmental procedures; implement policies and regulations as required; provide advice and consultation related to various aspects of Admissions and Records to other campus managers (*E*)
- Implement methods and procedures for assigned areas during registration periods; coordinate late and on-going registration procedures as appropriate (*E*)
- Confer with Computing Resource personnel to streamline procedures to develop and improve computer applications; assure proper scheduling of computer-generated reports (*E*)
- Provide information and technical assistance to faculty, staff, students and others involving interpretation of policies, procedures and regulations related to assigned activities (*E*)
- Supervise assigned employees within the Admissions and Records function; participate in the selection of personnel; schedule and assign work and ensure proper staffing levels and work loads; select, direct, evaluate and train activities of assigned personnel (*E*)
- Direct workflow, including daily job assignments and operational activities within the department (*E*)
- Supervise scheduling of Computing Resources support services for the purpose of maintaining student records, including academic grade changes, petitions for credit by examinations and independent study, credit/no credit options, residency changes and student transcripts (*E*)

TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd.)

- Conduct continuous review of office procedures pertaining to the admissions systems, residency verification and records operations; recommend appropriate changes (*E*)
- Perform computer operations to update student records and verify student information; enter and retrieve a variety of information and reports as necessary
- Provide continuous evaluation of activities; recommend improvements; submit monthly and year-end and other reports as directed by the Director (*E*)
- Maintain current knowledge of college curriculum rules, regulations and guidelines applicable to Admissions and Records (*E*)
- Provide support in the direction of admission and registration activities, as necessary, during evenings, weekends, and at other locations; provide staffing and training as needed to assure the consistency and accuracy of efforts
- Assist in formulation of operational plans and budgets; assist in administering approved budget
- Serve on appropriate college committees as assigned
- Perform related duties as assigned

(*E*) = designates an essential function

QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: Bachelor's degree in business administration or a related field and two years of increasingly responsible professional level administrative experience in admissions, registration, records, or a related field. Previous supervisory experience required.

Knowledge of:

- Procedures and operations of Admissions and Records
- College residency laws and procedures
- Modern office practices, procedures, and equipment
- Operation of microcomputer equipment and various software programs including student information systems, word processing, database management and spreadsheet computer application software
- Principles and practices of supervision and training
- Record keeping and filing principles and practices for both computer and paper systems
- District organization, operations, policies and objectives
- Oral and written communication skills
- Applicable sections of State Education Code and other applicable laws
- Interpersonal skills using tact, patience and courtesy
- Effective customer service telephone techniques and etiquette.
- Correct English usage; include spelling, grammar and punctuation

Ability to:

- Organize and supervise the day-to-day operation of Admissions and Records effectively
- Perform specialized clerical and technical duties related to Admissions and Records services
- Understand and follow oral and written directions
- Train and provide work direction to others
- Work under diverse situations
- Meet constantly changing deadlines
- Type at an acceptable rate of speed
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative effective working relationships with other in a diverse work environment
- Work independently with little direction
- Maintain records and prepare reports and procedural documentation
- Communicate effectively both orally and in writing
- Plan and organize work
- Establish and maintain cooperative and effective working relationships with others
- Work confidently with discretion
- Read, interpret, apply and explain rules and regulations policies and procedures
- Perform minor repairs on equipment
- Prioritize and schedule work

WORKING CONDITIONS

Environment:

- Office environment
- Constant interruptions

Physical Demands:

- Sitting and operating a computer keyboard to enter data into a computer for extended periods of time
- Bending at the waist, kneeling or crouching
- Lifting light objects
- Reaching overhead, above the shoulders and horizontally to store or retrieve files and records
- Standing to participate in counter work as necessary