Employment Opportunity
Assistant Director of Admissions & Records
CL06-24

Apply by: Tuesday, August 15, 2006 at 4:00 p.m.

About the Position
Admissions & Records services are provided at the Cabrillo College Aptos campus and at the Watsonville Center in south Santa Cruz County. The Assistant Director of Admissions and Records directly supervises registration, processing, residency, records, transcripts and other admission and record keeping functions.

Examples of Duties
Under the direction of the Director of Admissions & Records:

• Supervise the operation and activities within the Admissions and Records office including student registration, the processing of applications, records maintenance, residency verification, counter, evaluations, transcripts and other functions
• Assist the Director in developing, planning, writing and implementing departmental procedures
• Implement policies and regulations as required
• Provide information, consultation and technical assistance to faculty, staff, students and others involving interpretation of policies, procedures and regulations related to assigned activities
• Implement methods and procedures for assigned areas during registration periods
• Coordinate late and on-going registration procedures as appropriate
• Confer with Information Technology personnel to streamline procedures to develop and improve computer applications
• Ensure proper scheduling of computer-generated reports
• Supervise, train and evaluate 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
• Direct workflow, including daily job assignments and operational activities within the department
• Supervise scheduling of Information Technology 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
• Conduct continuous review of office procedures pertaining to the admissions systems, residency verification and records operations; recommend appropriate changes
• 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
• Maintain current knowledge of college curriculum rules, regulations and guidelines applicable to Admissions and Records
• 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 and in administering approved budget
• Serve on college committees as required or assigned
• Perform related duties as assigned
Qualifications  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

Salary  Seven-step schedule ranges from $4201 to $5630 per month, plus fringe benefits. Full-time management assignment, 12 months per year; Monday through Friday, with evenings and/or weekends as needed. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

Cabrillo College 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
Phone: (831) 479-6217
Fax: (831) 477-3545

Postmarks or E-mail transmittals are not accepted

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application
b) Resume – job related
c) One to 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) Criminal History Inquiry Supplemental to Application
f) A one-page (typewritten) response to the following:
   • Describe your philosophy regarding the role of the Assistant Director of Admissions & Records in a community college environment and how you see the position fostering this philosophy.

*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., Tuesday, August 15, 2006. (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.