DIRECTOR OF ADMISSIONS AND RECORDS
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Director of Admissions and Records is responsible for the admissions, registration, and student recordkeeping and reporting programs of the college, including maintaining compliance with state regulations and local policies, and recommending revisions as appropriate. 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 district administration, division chairs, and faculty regarding state regulations and district policies, including records access policy and procedures; and serves as the official district records officer.

SCOPE

The Director of Admissions and Records, under the general direction of the Vice President, Student Services, manages and directs the activities and personnel related to his/her assignment at the district level.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Manages a system for the registration, recording, and reporting of information pertaining to student enrollment, attendance, grades, and certifies eligibility for degrees and certificates.
2. Directs the process of admitting students, including the determination of California residency, and the maintenance of accurate, current student demographic information.
3. Coordinates the overall management of reports required by Federal, state, and local agencies, including apportionment and student demographic and degree information; and coordinates the reporting of apportionment related information to the Chancellor’s Office of the California Community colleges.
4. Participates in the search and selection process for all assigned staff; and supervises, trains and evaluates staff under his/her direction, including Admissions and Records, the college switchboard and college evening services support staff.
5. 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.
6. Directs the maintenance and reporting of student and attendance information in the student information system; and maintains liaison with the Director of Computing Resources relative to these areas.
7. Notifies faculty and staff regarding policy and procedures for recording and reporting grades and attendance.
8. Directs the certification of students receiving veterans educational benefits and supervises the liaison with Federal and state agencies.
9. 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.
10. 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.
TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd.)

11. Maintains a system for, and records student record history, both in the student database and on the permanent records.
12. Prepares enrollment full-time equivalent student (FTES) projections.
13. Prepares recommendations for, and manages the annual budget for the Admissions and Records office, and other areas within scope of assignment.
14. Supervises and participates in the development and maintenance of a variety of related records, and the development of related reports.
15. Serves on and/or chairs district/college committees as required or assigned.
16. 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.
17. Conducts special studies, serves on special assignments and generates reports as required or assigned.
18. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

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 and Abilities:

Knowledge of regulations and policies of community college admissions, registration and recordkeeping; and of 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; to analyze and solve problems and to work cooperatively with others.

AUTHORITY AND RESPONSIBILITIES

The Director of Admissions and Records provides supervision to regular classified and temporary hourly staff assigned within the areas of responsibility including but not limited to Admissions and Records, the college switchboard, and college evening services support staff.

Revised: August 5, 1996