

JOB DESCRIPTION



Position Title: Director of Admissions and Records

Department: Admissions and Records

Employment Category: Exempt Staff

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: EX15

Position Summary: The Director of Admissions and Records serves as the college registrar and is responsible for the oversight of all student records, including admissions, registration, transcripts, maintenance of the student records database, and leading a team of admissions, records, and registration staff.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Manages the college's records and registration activities; plans, organizes, implements, and manages student enrollment, records, and certification activities; coordinates functions with other college staff; ensures compliance with state, federal, and district regulations

Develops and administers policies pertaining to the overall record keeping function of the college including class rosters, student applications, permanent records, transcripts, credits, grading, withdrawals, student residency status, reports, and statistical information

Oversees the evaluation of completion of degree and certificate requirements and ensures compliance with local, state, and federal guidelines and regulations

Maintains the student information system, including course information, detail, restrictions, pre-requisites; works collaboratively with academic managers to publish the course schedule

Develops and implements processes to ensure secure and confidential student records; advises and enforces college policies relating to registration and records; works with federal agencies on audits, assists in the compilation of state and federal reports, prepares periodic enrollment reports

Serves on college committees, recommends and enforces standards regarding records and registration; assists with the maintenance of the college catalog publication; formulates and interprets policies regarding record keeping; meets and corresponds with students to resolve problems; prepares and administers budget; prepares reports on instructional data and student enrollment; evaluates, supervises and trains staff; authorizes admissions of international students; responds to subpoenas related to student records; acts as the official custodian of the college seal.

Provides overall leadership, strategic planning, vision, and supervision to the office of records and registration

Leads and facilitates a working environment that fosters continuous learning and student service excellence

Supervises and supports staff, including hiring, training, and managing daily work production

Performs other related duties as assigned

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General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Five years' direct experience in college record management, including two years' management or supervisory experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of college registration and records maintenance procedures

Working knowledge of computerized student records management systems such as Ellucian Banner System preferred

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of governmental and special funding guidelines and regulations applicable to college admissions and registrations functions

Skill in organizing and managing college record keeping function

Skill in supervisory practices and techniques

Skill in preparing, maintaining, and interpreting statistical data

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate controls. Travel is required. Early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

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Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Associate Vice President for Student Services

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.