



Job Description

JOB TITLE: Associate Director, Admissions and Records
FLSA: Exempt
SALARY LEVEL: Professional Salary Schedule, PL-3
DATE: April 18, 2007

The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.

SUMMARY:

Under the guidance of the Director of Admissions and Records, the incumbent will assist the Director in planning, organizing, and supervising the operation in the Admissions and Records Office. The incumbent will also prepare and maintain a variety of reports, data, documents, and will perform complex and technical duties involved in the analysis and evaluation of student records, transcripts for graduation, transfer, certification, and provide technical assistance and information to students, staff and the public. The incumbent must be familiar with laws and regulations regarding student information, including FERPA.

DUTIES AND RESPONSIBILITIES:

The incumbent will:

Under the direction and supervision of the Director, plan, organize, assign, and supervise the work of the Admissions and Records Office Classified Staff.

Assist in resolving student and instructor problems and complaints.

Develop and implement as approved, admissions and registration procedures.

Ensure the consistent enforcement of admissions, registration, records, and related policies and procedures. Interpret and explain regulations.

Trains employees, counsels on work issues, and recommends employee discipline and improvement plans.

Maintain student files and records related to scholastic and other educational documents required by state, federal, and SACS guidelines.

Interpret course descriptions.

Assist other departments by evaluating records for student eligibility, prerequisites, and certification.

Make residency determinations based on district and state requirements.

Coordinates with and provides information to instructors and other college departments on Admissions and Records issues, data processing support, and other matters.

Supervises data input and participates in the registration and data input of students.

Participates in the development of forms.

Evaluates student records and transcripts for completion of degree requirements.

Participates in the certification of candidates for degrees and certificates, computation of grade point averages (as needed), and verification of required coursework.

Coordinates the preparation of diplomas and certificates. Serves on the commencement committee as part of the coordination of the commencement ceremony. Oversee the data integrity of all Temple College academic diplomas.

Work with query builder in the College's Datatel software system for enrollment statistics.

Maintain and upgrade knowledge with regard to FERPA and other laws, regulations, and resolutions concerning student information.

Perform miscellaneous job-related duties as assigned

MINIMUM EDUCATION AND EXPERIENCE:

A Bachelor's Degree and 3 years of directly related work experience

CERTIFICATION OR LICENSES

None

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of codes regulations, policies, and procedures governing Admissions and Records. Knowledge of the application and capabilities of a College student information system. Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of office systems and methods for data and information record keeping and

filing. Skill in supervising training, instructing, appraising, and counseling employees. Skill in evaluating and implementing procedures, standards and methods for operations of the office. Skill in preparing effective reports and correspondence. Skill in establishing and directing effective systems for data and file maintenance. Skill in establishing and maintaining effective working relationships with those encountered in the course of the work. Skill in exercising sound independent judgment within policy guidelines. Ability to identify problems and demonstrate creativity and flexibility in resolving them collaboratively with all segments of the College community. Written and oral communication skills. Ability to conduct meetings in a concise and effective manner.

PHYSICAL EFFORT:

Moderate physical activity is required with occasional lifting of objects up to 25 pounds.

WORKING CONDITIONS:

Work is normally performed in an office setting.

SUPERVISOR OF:

Admission and Records Specialists, Secretary III, Student Workers.

DIRECT SUPERVISOR:

Director, Admissions and Records