



Job Description

JOB TITLE: Director, Admissions and Records
FLSA: Exempt
SALARY LEVEL: Professional Level 6
DATE: February 14, 2006

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 general supervision of the Division Director, Student Enrollment Services Division (SES), the incumbent will oversee the ongoing direction, development, delivery, assessment, and improvement of services within the department. The incumbent must be proficient in archive retrieval, reporting, and dissemination of student and College information. The incumbent must be familiar with laws and regulations regarding student information, including FERPA.

DUTIES AND RESPONSIBILITIES:

The incumbent will:

Oversee the supervision of personnel, which includes work allocation, training, and problem resolution; evaluate performance and makes recommendations for personnel actions; motivate employees to achieve peak productivity and performance.

Participates as a collaborative member of SES in the planning of the SES goals of attracting and retaining a diverse student population through various recruiting initiatives

Participates as a collaborative member of SES in dissemination of information regarding admissions and transfer information to off-campus constituents.

Develop and disseminate admission and transfer information through presentations and publications, working in conjunction with on-campus and off-campus constituents.

Participates as a collaborative member of SES in dissemination of information to area high schools through the College Connection program of the college

Serve on college committees.

Facilitate the management of student records : applications, transcripts and activity records

Participate as a collaborative member of SES to develop systems and projects and recommend and implement information technologies to support and enhance established goals, coordinate the statistical reporting needs of the department, and serve as liaison with the College's IT staff with regard to student database applications.

Develop annual operating budgets and provides fiscal direction to the department.

Participate as a collaborative member of SES in the recommendation of policies and procedures regarding student advising, enrollment, registration, records, class schedules, instructional space scheduling, residency requirements, identification cards, and graduation requirements.

Maintain and upgrade the College's academic information infrastructures including academic records archives, on-line student database, voice response system, College catalog, World Wide Web, TConnect, and other electronic databases and information systems.

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

Participate as a collaborative member of SES to effect changes within the department.

Maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.

Upgrade professional knowledge.

Demonstrate commitment to ethics and integrity.

Participate as a collaborative member of Institutional Effectiveness, Research and Planning team for all state and or Federal reporting

Serve as the college's state reporting official.

Performs miscellaneous job-related duties as assigned

Ability to reinstate students back into classes. Ability to verify grades; Ability to generate end of term reports. Ability to be the final authority on state rules, regulations and support the policies and procedures developed by the collaborative SES team

Ability to simultaneously maintain current systems and, as necessary, effectively manage change both individually and within a leadership capacity. Ability to function as an effective advocate for multiple constituencies including learners, faculty, staff, and administration

Demonstrated commitment to the "open door" mission of community colleges.

the skills set of coordination with off-campus programs and satellite centers, as well as experience working in a team type of environment with six other departments

MINIMUM EDUCATION AND EXPERIENCE:

Master's Degree and four (4) years of directly related work experience or Bachelor's degree and six (6) years directly related work experience specific to the duties and responsibilities described.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

. Ability to work with groups and as a collaborative team member in the Student Enrollment Services division. Knowledge of planning and scheduling techniques.

Ability to enter class schedules into database; Ability to process census data reports; Ability to communicate effectively, verbally and in writing with faculty, students and staff all registration information. Ability to implement, promote, and manage learner-oriented customer service standards and procedures. Ability to work as a collaborative leader with A & R managers to supervise, train, and organize employees. Negotiating conflict, and scheduling work assignments.

Ability to supervise and train employees, to include organizing, prioritizing, negotiating conflict, and scheduling work assignments.

Must prioritize workflow for staff during peak registration periods. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Comprehensive knowledge of federal and state regulations including FERPA. Knowledge of records archiving and/or retrieval. Database management skills.

Ability to update changes in programs and build new programs into database on a yearly basis. Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements. Ability to investigate and analyze information. Ability to foster a cooperative work environment. Ability to evaluate and edit the content, structure, and format of a range of written material. Ability to create, compose, and edit written materials. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to develop, plan, and implement short- and long-range goals, including annual institutional effectiveness goals. Skill in budget preparation and fiscal management. Knowledge of student registration, academic, and residency requirements. Knowledge of database construction, management, and retrieval methods. Ability to provide technical advice and information to faculty in area of expertise. Knowledge of the rules, regulations, and laws regarding student records. Ability to maintain confidentiality of records and information. Employee development and performance management skills. Knowledge of telephone answering and referral services. Skill in the configuration and use of computerized database programs. Knowledge of organizational structure, workflow, and operating procedures. Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources. Skill in accessing internet information services. Knowledge of records retention and/or destruction policies and procedures. Ability to coordinate and organize meetings and/or special events. Ability to perform complex tasks and to prioritize multiple projects. Knowledge of program planning and implementation skills. Ability to use independent judgment and to manage and

impart confidential information while coordinating these efforts with several departments. Knowledge of student recruitment and retention issues. Employee development and performance management skills. Knowledge of laws, regulations, methods, and techniques in area of specialty. Knowledge of equal opportunity and affirmative action programs. Ability to make administrative/procedural decisions and judgments in conjunction with Student Enrollment Services Directors and Division Director.

PHYSICAL EFFORT:

Light physical activity is required with occasional lifting of objects up to 15 pounds.

WORKING CONDITIONS:

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

SUPERVISOR OF:

Associate Director, Admissions and Records Techs, and Admission and Records Specialists

DIRECT SUPERVISOR:

Division Director, Student and Enrollment Services