



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, this position is responsible for all facets of admission and records. This position reports directly to the Division Director of Student Enrollment Services, keeping him/her abreast of all planning, organizing, staff and development of Temple College's student enrollment services.

DUTIES AND RESPONSIBILITIES:

The incumbent will:

- Maintain records retention and retrieval policy.
- Maintain system to safeguard all student records.
- Maintain College class schedule, checking sections for errors prior to release.
- Maintain student information and permanent academic records.
- Ensure student records are properly disseminated and safeguarded.
- Serve as custodian of records management at the College.
- Assume responsibility for the maintenance and implementation of for student admissions, degree audits, registration and records in the college software Datatel. (Programming registration, TSI changes, etc.)
- Assist in preparing school calendar, catalog, and other publications as needed.

- Maintain up-to-date inventory of technical and academic courses offered by the college.
- Prepare state mandated reports by semester.
- Prepare a student profile each semester
- Prepare enrollment reports for all campuses each semester.
- Supervise additions, drops, withdrawals, reinstatements relating to credit and developmental courses.
- Enforce FERPA rules.
- Oversee the evaluation of transcripts received from other colleges.
- Certify student status for appropriate internal and external request.
- Supervise student graduation activities including graduation audits, preparation of graduate list, coordination of graduation activities, preparation of honor graduate list for recognition, and final certification of graduates.
- Prepare suspension and probation list each semester, and notify students.
- Assume responsibility for preparation of transcripts for transfer of student records as requested.
- Organize and distribute information to faculty concerning students. Distribute information from faculty to students as needed.
- Provide statistical data as required by state and federal agencies.
- Provide appropriate statistical data and reports as requested by various College personnel.
- Coordinate with Business Office, Financial Aid, Advising, and other offices to ensure accuracy of records to ensure successful enrollment by the State of Texas.
- Plan, evaluate, and implement the various technologies in providing efficient and effective services provided by the Admissions and Records office.
- Develop and implement the various institutional forms used by Admissions and Records office.
- Maintain departmental budget.
- Manage document imaging of all student records.
- Coordinate with the College's IT staff for reports, queries, and statistical data.

- Participate in the introduction and application portion of college connection.
- Coordinate with the Director of Dual Credit and Coordinator of TBI by setting registration dates and collecting the appropriate admission paperwork, registration and grades.
- Hire, supervise and evaluate the Admissions and Records staff.
- Problem solve and research, analysis, and resolution of student disputes as the related to Admissions and Records.
- Serve on college wide committees.
- Work a flexible schedule in order to meet the needs of various groups and programs of the College.
- Support the philosophy and mission of the College.
- Perform all other job related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

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

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Strong interpersonal and communication skills. Strong supervisory, managerial and organizational leadership skills. A strong public service orientation to work well with faculty, staff, and students. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to gather data, compile information, and prepare reports. Ability to make administrative/procedural decisions and judgment. Knowledge and skill in the use of student information systems (Datatel Preferred) and Microsoft applications. Ability to work with a diverse team in a fast-paced environment. Enthusiasm and the ability to thrive in an atmosphere of constant change.

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, Admission and Records Specialists, Admissions and Records Technicians.

DIRECT SUPERVISOR:

Division Director, Student and Enrollment Services

Revised January 4, 2011.