SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Director, Admissions and Records

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide leadership and operational supervision of the district’s admissions, enrollment and records programs related to the Admissions and Records Office. To serve as designated Records Officer for the district and Designated School Official in accordance with Immigration and Naturalization Service regulations. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification train, coordinate, supervise, and formally evaluate the work of assigned students and employees. This job class requires a thorough working knowledge of various district, administrative and board policies, federal and state regulations and procedures.

SUPERVISOR: Vice President of Administrative Services

TYPICAL DUTIES

- Organizes, coordinates, and directs the day-to-day activities of the Admissions & Records Office.
- Provides coordination with other departments in registering students.
- Establishes time schedules for registration; oversees scheduling of counselor appointments.
- Assigns, supervises and formally evaluates the work of full-time and part-time admissions and records office staff.
- Develops and implements timelines and work schedules related to admissions, registration, student record keeping operations, attendance accounting, residency requirements, fee collection, athletic eligibility, evaluation of records, matriculation, and related activities.
- Develops, designs, and implements various procedures and processes to increase efficiency and effectiveness of department goals and objectives.
- Develops and manages budget for the department.
- Ensures confidentiality and privacy of student records.
- Prepares and audits the state apportionment report and other related reports for the district.
- Provides technical support to staff in all matters related to student records and admission activities.
- Is responsible for forms, correspondence, bulletins, and informational materials developed for the department.
- Participates in a variety of committees and meetings related to admissions and records which may involve travel outside of the district.
- Performs and/or assists in the performance of special projects and assignments as directed by senior management.
- Performs other duties as assigned.
EMPLOYMENT STANDARDS:

Knowledge of:
- Federal, state and district policies, procedures and regulations related to admissions and records operations.
- Principles and practices associated with the maintenance of academic records, including computerized electronic data collection and reporting techniques.

Ability to:
- Interpret and apply district policies and procedures to practical situations effectively.
- Prepare and administer budget.
- Effectively work with people at all levels, internal and external to the organization.
- Communicate effectively both orally and in writing.
- Operate standard office equipment including computer terminal, printer, copier, calculator, etc.
- Accurately estimate resources required to accomplish goals and establish and work within project schedules.
- Work independently in the absence of specific instructions
- Exercise discretion and tact in handling and processing of sensitive administrative activities and operations.
- Hire, train, schedule, coordinate, and formally evaluate the work of others.
- Continuously monitor changes in regulations, policies and technology related to overall department.

Experience:

Four years experience in a position of responsibility which necessitated the use of independent judgment and coordination of work tasks; preferably experience in a public service position.

Successful experience in supervising, directing and evaluating the work of subordinates.

Education:

Associate of Art (A.A.) Degree or equivalent combination of education, training and experience.

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