

Position: Manager of Admissions and Records	Position Number:
Department: Admissions and Records/Registrar	FLSA: Exempt
Reports to: Director of Enrollment & Financial Aid Services	Salary Grade: 126

Summary

Under the Director of Enrollment & Financial Aid Services, the incumbent is responsible for the management and supervision of functions and activities related to policy development, student enrollment, maintaining student records, degree certification, athletic eligibility, transfer requirements, and international student admissions. Coordinates the key resources of the college associated with admissions, registration and student educational records. Plans, develops, coordinates, and implements District-wide office policy and procedures; provides supervision for designated staff; provides technical expertise, direction and implementation of new software and hardware technology.

Essential Duties and Responsibilities

The duties of this position are district-wide, and extend to all campuses and instructional sites within the service area. Some out-of-area travel is to be expected. The primary responsibility of this position would include -

- Plan, organize, manage, and direct key operations of the Admissions and Records Office including admissions, enrollment, records, attendance accounting, budgeting, and student success program functions; supervise and evaluate staff;
- Prepare, maintain and store (digitally or physically) all student academic records and provide for the security, confidentiality, and proper destruction of these records; retention;
- Knowledge of pertinent requirements of Title 5, the California Education Code, FERPA and Federal and state regulations that affect the admission, enrollment, student success program, and attendance accounting practices of the District.
- Support the planning and execution of assessment of student and program learning outcomes. Assess the effectiveness of these outcomes. Based upon the outcome of assessment, implement changes the area of responsibility;
- Provide data analyses to senior administrators;
- Provide faculty/staff development regarding academic and attendance regulations;
- Manage the review, processing and awarding of certificates, degrees and transfer certification for students.
- Coordinate with ITS the development, modification and evaluation and implementation of computer applications in all areas of assignment including technological innovations, updates and changes to the student information system, imaging system, transcript production system, and CCCApply system;
- As a representative of the College, participate in and attend professional associations;
- Serves on college standing and ad hoc committees as required.
- Performs other duties as assigned.

Qualifications

Knowledge and Skills

Strong written and oral communication skills, including public speaking skills. Experience developing and writing institutional policies and the ability to interpret policy to a variety of different constituencies. Excellent problem solving skills. Demonstrated experience with complex computerized interactive database systems. Willingness to work as a member of the Divisional management team.

Abilities

- Ability to identify, problem-solve and correct technical malfunctions within student information system.
- Ability to coordinate and implement Board policies, pertinent requirements of Title 5, the California Education Code, FERPA and Federal regulations that affect the admission, enrollment, matriculation, and attendance accounting practices of the District.
- Ability to manage, supervise and evaluate staff.
- Ability to provide and model high-quality customer service.
- Ability to develop and manage a departmental budget.
- Ability to work in a fast-paced, deadline-driven environment.
- Ability to work with departmental staff to set annual goals and achieve them.
- Ability to understand, interpret, and make recommendations regarding the revision of state and federal regulations and local board policies.
- Ability to generate a wide variety of detailed state, system, and federal reports.
- Ability to meet critical reporting deadlines that affect the district's ability to collect apportionment and support student goal attainment.

Physical Abilities

Requires sufficient visual acuity to recognize words and numbers; speech and auditory ability to carry on conversations in large audience, personal, and phone conversations.

Education and Experience

Bachelor's degree required with a minimum of three years of records management experience or a combination of student services and records management work in a college setting. A history of progressively more responsible assignments with a minimum of two years staff supervision and personnel management experience. Direct and substantial experience using an interactive database management system is essential.