

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR, ADMISSIONS AND RECORDS

L105.200

BASIC FUNCTION: Under the direction of an administrator, assists with directing, supervising and coordinating the daily operations of the Office of Admissions and Records. Provides office scheduling and oversight, ensuring adequate coverage for services. Directly supervises assigned staff and provides assistance as needed and/or required. Ensures consistency and compliance with applicable policies and procedures and rules and regulations.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

- *1. Assists with the coordinating, overall planning, scheduling and operational activities and services offered by Admissions and Records.
- *2. Oversees the daily operational services of the department, including but not limited to, student registration, residency verification, counter operations, cashiering, admission application processing, transcript evaluation and records maintenance and retention, ensuring consistency, accuracy and compliance with applicable policies, procedures and rules and regulations. Provides administrative oversight and support for assigned areas of responsibility.
- *3. Provides the supervision, training and evaluation of assigned staff which may include but not be limited to, instructing, planning and assigning work, maintaining standards, coordinating activities, coordinating and/or approving absences and leaves, acting on employee problems, participating in new employee selection, recommending employee discipline and reviewing and evaluating the work of assigned staff for completeness and accuracy offering advice and assistance as needed.
- *4. Ensures office policies & procedures manual is updated regularly; makes recommendations on the development and implementation of office policies and procedures as necessitated and/or required; assists in the interpretation of applicable policies, procedures and rules and regulations related to Admissions and Records within California community colleges.
- *5. Ensures the accurate and timely dissemination of information concerning Admissions and Records policies and procedures to staff, faculty, students and the general public. May conduct group presentations on a variety of policies, procedures, activities and issues related to Admissions and Records.
- *6. Ensures the accurate transmittal and retention of permanent student academic records and transcripts. Maintains compliance with State laws and regulations related to the retention of student academic records as well as the established departmental retention policies and procedures.
- *7. Coordinates with the Athletic Director to certify student athletic eligibility according to CCCAA Constitution and Bylaws. Maintains current knowledge of CCCAA Constitution and Bylaws.
- *8. Coordinates with scheduling and Information Technology to develop and set registration dates; assists scheduling with the cancelling and rescheduling of classes.
- *9. Assists in the preparation, administration and maintenance of departmental budgets; maintains budget records as required.
- *10. Provides information and technical assistance to faculty, staff, students and the general public involving the interpretation of policies, procedures and regulations related to assigned services and activities.
- *11. Keeps informed of present and pending laws, rules and regulations related to programs and activities supported by Admissions and Records.
- *12. Coordinates office technology functions and procedures with Information Technology for the continued improvement of streamlining departmental processes; assists with assessing departmental computing needs and makes recommendations for program improvements to the Director; serves as the lead for Admissions and Records services testing in the District's computer system, working directly with Information Technology staff; responds to Information Technology inquiries and assists to facilitate continuous progress toward automation of Admissions and Records services.
- *13. Develops, prepares and maintains a variety of comprehensive reports, studies, surveys and program reviews.
- *14. Monitors the effectiveness of services offered by Admissions and Records. Develops action plans to correct any issues as required and manages the implementation of these plans in coordination with the Director.
15. May develop, administer and identify professional development activities and opportunities for departmental staff.
16. Assists in the development of Student Learning Outcomes; addresses outcomes which pertain to areas of responsibilities.
17. Attends federal and state workshops related to Admissions and Records administration; may represent Admissions and Records on campus committees or in the absence of the Director.
18. Serves on a variety of District committees as requested and/or required.
19. Performs related duties as assigned or required, within the scope of the position.

MINIMUM QUALIFICATIONS:**● EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in education, business management, public administration or a related field or the equivalent*; **AND**
- Two (2) years of experience in a position directly related to the duties and responsibilities of this class; **AND**
- One (1) year of experience in a supervisory position.

* Bachelor's education equivalency equals two years of increasingly responsible work experience for each full year (24-30 units) of college.

● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Some travel may be required.

DESIRED QUALIFICATIONS:

- Bachelor's Degree
- Two (2) years of experience in a student services area within a community college
- Experience overseeing and maintaining budgets
- Experience working with Datatel/Colleague/Ellucian or another student information system

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies and procedures; laws and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; California Education Code and Government Code related to California community colleges; policy and procedure development and implementation; modern office management methods, procedures and technology; administrative services that support the delivery of higher education; analysis and evaluation of programs, operational services, activities and the management of day-to-day operational needs; website maintenance; the use of social media; and budget preparation.

Ability to: apply District and departmental policies, procedures and regulations; ensure compliance with all laws, regulations and policies through effective office supervision and leadership; motivate and provide effective leadership; plan and coordinate the most effective use of staff, facilities and resources; communicate professionally in confrontational situations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; analyze problems and apply appropriate problem solving and decision making skills; communicate through the use of social media; utilize keyboarding skills commensurate with the required functions for this position; compose complex reports and correspondence; analyze correspondence; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently and within a team; utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets; use a variety of software and hardware; establish and maintain cooperative working relationships with those contacted in the course of work; demonstrate sensitivity to, respect for and an understanding of the diverse staff and students within community colleges; work with diverse populations; make required mathematical calculations rapidly and accurately; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation and monitoring of the departmental budgets and expenditures.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to assigned departmental staff. Hires, trains and provides direction to hourly and student employees.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment. Some travel may be required.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.