

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, ADMISSIONS AND RECORDS

L188.100

BASIC FUNCTION: Under the general direction of an administrator, the Director for Admissions and Records, has principle responsibility for the direction, development and implementation of the Office of Admissions and Records, ensuring proper compliance and accurate records preparation, management and retention according to established policies, procedures, regulations and guidelines. Holds primary responsibility over admissions, registration, residency, student records and transcript and graduation evaluation. Performs related work as required.

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. Provides overall direction, supervision and support to the department. Supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, selecting new employees, recommending and approving employee discipline and recommending employee transfers and discharge as appropriate. Reviews and evaluates the work of assigned staff for effectiveness, accuracy and adherence to department policies; offers advice and assistance as needed.
- *2. Develops, plans and implements procedures, programs and activities to improve and enhance services to students, faculty, staff and the general public.
- *3. Prepares, assists in the development of, and controls the department's annual budget; maintains budget records as required.
- *4. Administers and enforces the College's admissions policies; directs the planning, coordination and implementation of the admissions and registration processes and procedures with College departments, to include processes for evening college, summer sessions and outreach programs.
- *5. Resolves complex or unusual situations related to admissions and records functions and processes including, but not limited to, the analysis and evaluation of residency status, outside transcripts and out-of-state educational records. Follows policies and procedures for determining residency.
- *6. Develops and implements a system for the registration, recording, reporting and filing of information pertaining to enrollment attendance, grades, eligibility for degrees and certificates and related information. Instructs faculty in the proper procedures for recording and reporting grades and attendance.
- *7. Evaluates and implements policies for the maintenance, retention and transmittal of permanent student records and transcripts, ensuring compliance with applicable regulations and laws.
- *8. Participates in the development and implementation of automated systems to facilitate admissions and records functions; provides input regarding District, State and technical requirements related to college admission, transcript evaluation, residency determination, graduation requirements and related areas of expertise.
- *9. Follows policies and procedures used for evaluating Certificates of Achievement, Associate Degree candidates and General Education Certificates to California state colleges and universities.
- *10. Cooperates with College administrators to verify eligibility of students involved with various student programs and services, to include financial aid, veteran services and student government, etc.
- *11. Determines residency and academic eligibility for student athletes for participation in sanctioned athletic events, ensuring compliance with Commission on Athletics (COA) eligibility requirements.
- *12. Plans and oversees the calculation of weekly student contact hours, average daily attendance and enrollment projections.
- *13. Works with Information Systems in the development, planning, preparation and distribution of management data generated from the student database.
- *14. Ensures the accurate and timely dissemination of information concerning admissions and registration to staff, students and the public; assists with course schedule preparation; supervises the preparation of the admissions/registration portion of the College catalog.
- *15. Assists with special research studies related to the College's development.
16. Supervises the preparation of all related local, state and federal government reports as required.
17. Identifies and develops programs in areas of community special interest.
18. Works as an effective member of the administrative team.
19. Serves as a member of the Academic Council; attends meetings and participates on College committees as appropriate.
20. Serves on a variety of District committees as requested.
21. Performs related work as required.

MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**
 - A Bachelor's Degree; **AND**
 - Three (3) years of experience in a management or supervisory level position directly related to the duties and responsibilities of this class.
- **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 in education, business management, public administration or a related field.
- Four (4) years of experience in Admissions & Records or student personnel services in postsecondary education.
- Experience in student recruitment and retention activities, student records retention and athletic eligibility.
- Experience with the development of technology systems for District and State reporting and California State Apportionment Attendance reporting.

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

Knowledge of: District policies and procedures and rules and regulations; laws and ordinances pertaining to the specific responsibilities of the position; California Education Code and Title 5 requirements; supervisory and managerial concepts and principles; programs and services in the area of student services within an educational institution; modern office management methods, technology and procedures, including computers and a variety of software programs; website maintenance; use of social media; policy and procedure development and methods of implementation; preparation and administration of budgets; organizational development and administration; staff and program management; and the management of computer databases.

Ability to: apply District and departmental policies and procedures and rules and regulations; ensure compliance with all laws, regulations and policies through effective office supervision and leadership; motivate and provide effective leadership to a diverse staff; plan and coordinate the most effective use of staff and resources to achieve department goals; comprehend and stay current with laws, regulations and guidelines for admissions and records administration; communicate professionally in confrontational situations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; perform duties in a timely manner despite interruptions; meet established deadlines; utilize keyboarding skills commensurate with the required functions for this position; prepare complex schedules and master plans; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; compose reports and correspondence; make sound, educated decisions; work independently; initiate, establish and maintain cooperative working relationships with those contacted in the course of work and with members of the college community; comprehend and stay current with the theories of, and practices in higher education; work effectively 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 of the departmental budget; and control and monitor budget expenditures and resource development.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to assigned staff.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

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

WORKING CONDITIONS:

Normal office environment.

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.