College of the Redwoods   Position Description

Position: Director of Admissions and Records/Registrar	Position Number:
Department: Admissions and Records/Registrar	FLSA: Exempt
Reports to: Dean, Enrollment Services	Salary Grade: 128

Summary

Under the direction of the Senior Director of Enrollment Services, the incumbent directs and coordinates the admissions, records and registration programs of the College by supervising college admissions, registration enrollments, degree audit, graduation, and the storage, maintenance, and security of academic records. The Director plans, develops, coordinates, and implements District-wide office policy and procedures; provides supervision for designated staff; and 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:

- Manage a system for the registration, recording, and reporting of information pertaining to student enrollment, attendance, and grades. Certify eligibility for degrees and certificates.
- Assume leadership in monitoring, forecasting and reporting Full-Time-Student-Equivalent (FTES) enrollments.
- Ensure that students are updated on new and changing policies and procedures in a timely manner using multiple methods.
- Manage and develop admission and records; complete and analyze data related to student satisfaction; develop organizational structures and work processes which facilitate attainment of established program goal and objectives.
- Direct the process of admitting students, including the determination of California residency, and the maintenance of accurate, current student demographic information.
- Coordinate the overall management of reports required by federal, state and local agencies, including apportionment and student demographic and degree information to the California Community College Chancellor's Office; and support related audits.
- Participate in the search and selection process for all assigned staff; supervise, train and evaluate staff in assigned area.
- Manage and monitor processes that ensure compliance with federal/state law (such as FERPA) in the areas of admission, apportionment, and student record keeping; review state and local policy and recommend changes as appropriate.
- Direct the maintenance and reporting of student and attendance information in the student information system.
- Notify faculty and staff regarding policy and procedures for recording and reporting grades and attendance.
- Review the college catalog and schedule information as it relates to all aspects of admissions, registration, and records, and make necessary revisions; develop and

- update publications in assigned area.
- Establish deadlines, academic calendar dates, and reporting requirement dates as required by state law and local policy, and systematically distribute such information to all segments of campus.
- Identify best practices and implement continuous quality improvement practices.
- Manage the International Student Admission process in collaboration with the International Student Program. Work collaboratively with staff and faulty to develop program review and program learning outcomes.
- Prepare, monitor, and manage the annual budget for assigned department.
- 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.
- Perform other duties as assigned.

Qualifications

Knowledge and Skills

- Higher education and student services in California Community Colleges.
- Matriculation process at California Community Colleges.
- Use of technology in delivery of enrollment services.
- Title 5 and Ed Code regulations related to Admissions and Records.
- Concurrent Enrollment and Dual Enrollment Programs.
- Admissions/Registration requirements related to International Students.
- Financial Aid Programs available to students at the community college level.
- Budget preparation and control.
- Funding and budget methods and regulations regarding the use of funds.
- Interpersonal communication skills using collegiality, patience, and courtesy.
- Pertinent federal, state and local laws, codes and regulations.
- 12. Principles of supervision, training and performance evaluation.

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 independently 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 with a minimum of five years of records management experience. A Master's degree is desired and may substitute for some experience. 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.