San Bernardino Community College District

Director of admissions & records

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. However, any additional duties will be reasonably related to this class.

Summary Description

Under the direction of the appropriate area administrator, the Director of Admissions & Records shall be responsible for directing, managing and supervising the daily operations of the admissions, registration and records functions within the Student Support Services Division. The Director is also responsible for program development and ensuring the highest quality of service to students.

representative Duties

The following duties are typical for this classification.

1. Directs, manages and supervise the admissions & records office, veteran resource center, and the middle college program in accordance with existing rules and regulations.
2. Plans, oversees, and participates in the student admissions and registration processes in accordance with regulations and policies;
3. Provides information and assists students throughout the admissions and registration processes; oversees the maintenance of records systems.
4. Establishes and maintains a complete system of accurate student records in accordance with local/state/federal policies.
5. Prepares and distributes correspondence, admissions and records forms, requests for information and other documents; ensures required information and verifications are organized and maintained according to established policies and procedures.
6. Interprets residency laws and regulations; adjudicates residency cases.
7. Supervises clerical staff responsible for admissions, registration and records activities.
8. Assigns and monitors the work of assigned staff members; provides clear, concise, and consistent direction; maintains a positive and productive work environment; as assigned.
9. Conducts evaluations of Admissions and Records staff.
10. Directs all short-term hourly staffing in the Admissions and Records Office.
11. Directs staff development workshops and in-service training for the Admissions and Records staff.
12. Coordinates all student work authorization and placements within the Admissions and Records office.
13. Coordinates activities with the Campus Business Office dealing with physical plant and financing as related to registration procedures.
14. Collaborates with the Computer Center to provide and evaluate data needed for local/state/federal reports, including, but not limited to, enrollment, FTE, and demographics. Recommends and evaluates automated processes in admissions, registration and records.
15. Directs and supervises all on-campus and off-campus registration; makes recommendations for improved automation and on-line application process and registration.
16. Serve as liaison between SBVC College, San Bernardino Unified School District and the California Community College Chancellor’s Office for the Middle College program.
17. Directs the maintenance and issuance of all transcripts and certificates.
18. Ensures that the confidentiality of student records and information is maintained; ensures the security of permanent student and instructor class records.
19. Prepares statistical reports for administration on registration comparisons, activities, and trends.
20. Certifies students for degrees, honors, certificates, and other awards or eligibility; evaluates and/or supervises the evaluation of general breadth and/or graduation requirements.
21. Compiles information and data for the preparation of a variety of reports and correspondence as requested by higher level administrative staff.
22. Calculates tuition and other fees according to established guidelines; receives payments and posts to computer system; maintains related records.
23. Prepares, monitors and recommends a yearly budget for the Admissions and Records Office, Veterans Resource Center and Middle College program.
24. Designs and implements accountability procedures for admissions, records and registration.
25. Maintains effective and cooperative working relationships with other districts, departments, staff, faculty and outside agencies; attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of college admissions and records operations.
26. Maintains current knowledge of laws, policies and procedures related to admissions and records; participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement of these goals.
27. Performs related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of the admission, registration and records program.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to California Education Code, and Title 5.

Ability to:

Oversee and participate in the management of a comprehensive admissions, registration and records program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to the admissions, registration and records functions and operations.

Be flexible in work hours.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor’s degree from an accredited college or university.

Required Experience:

Three (3) years of experience in the area of admissions and records.

Preferred Experience:

Experience in the California Community College System.

physical demands and WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction vision sufficient to read computer screens and printed documents. and to operate assigned equipment.

**Hearing**: Hear in the normal audio range with or without correction.

Board Approved Revision: March 28, 2013, May 11, 2017

Management Salary Schedule Range: 16