

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## **CLASS TITLE: DIRECTOR OF ADMISSIONS AND RECORDS**

### **BASIC FUNCTION:**

Under the direction of the Vice President of Student Services, plan, organize, coordinate, and direct the District's admissions, registration, and records programs; including registration process and student records system; train, supervise, and evaluate office personnel in procedures relating to the registration and admission of students; provide a variety of technical information and assistance; direct the preparation of required statistical and attendance accounting reports.

### **REPRESENTATIVE DUTIES:**

Plan, organize, coordinate, and direct the District's admissions, registration, records programs, registration procedures, and student record system. **E**

Supervise processing of application and transcripts, as well as, testing data and other documents; establish and review special admission statutes for special students, including foreign students; consult with students who have questions or are experiencing problems with admissions, records, registration, probation, dismissal, withdrawal, and other related college policies. **E**

Train, supervise, evaluate, and direct office staff involved with student admissions, registration, transcripts, evaluations, class records, grades processing, storage, and maintenance of records and files. **E**

Assure work assignments are performed in accordance with predetermined schedules, student records are current and complete, and that information requirements for report purposes are planned and implemented to facilitate the preparation of required reports. **E**

Prepare and direct the preparation of a variety of county, state, and federal reports; check and review records, reports, and other data for accuracy, completeness, and compliance with established standards and regulations; collect, organize, distribute, and maintain necessary institutional research statistics as directed. **E**

Maintain calendar of operations, coordinate, provide work direction and guidance in registration function, assignment of registration priorities, and scheduling of registration appointments; including on-line enrollment of students. **E**

Interpret requirements for degrees/certificates and certify requirements have been met. **E**

## **Director, Admissions & Records-Continued**

Supervise posting and distribution of grades, evaluation of student completion of degree/certificate requirements, and maintenance of student education records. **E**

Interpret, explain, and apply applicable sections of Education Code; advise and consult with Vice President of Student Services, academic and vocational deans, other administrators, and academic and classified staff relative to the interpretation of policies, procedures, and regulations; provide a wide variety of technical support to administrators, faculty, staff, and students. **E**

Review and implement California Community College Student Attendance Accounting Manual and other applicable laws, regulations, and policies concerning student attendance, admissions, grading, records, credit, and other related matters. **E**

Coordinate operations with management information systems in implementing new and revised programs, analyzing present procedures and systems, and provide for training of staff. **E**

Present orientation workshops to faculty, staff, and student groups upon request; attend state and regional conferences to maintain current knowledge of admissions and records regulations and requirements; maintain and coordinate staff development activities with the academic administrators to assure faculty receive training in matters related to attendance reporting, census, academic standards, and other. **E**

Assist in the preparation of budget request; maintain a variety of administrative files and records. **E**

Prepare materials for publication in college class schedules, college catalog, other publications, handouts, and flyers. **E**

Train, supervise, evaluate, and participate in the selection process of assigned personnel; provide work direction and leadership for temporary hourly staff and student workers; compile monthly time sheets and transmit for processing. **E**

Serve on District committees as assigned. **E**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Policies, procedures, functions, and organization of a college Admissions and Records office.

State and federal laws, codes, and regulations related to admissions, registration, matriculation, and records maintenance.

Degree, certificate, and transfer requirements.

## **Director, Admissions & Records-Continued**

Modern automated record-keeping systems.  
District organization, operations, policies, and objectives.  
Office methods and equipment, including filing systems, reception, telephone techniques, and letter/report writing.  
Correct English usage, vocabulary, spelling, grammar, and punctuation.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Principles and techniques of training, supervision, and office management.  
Organization and operation of community college districts.  
Fundamentals of data processing.  
Attendance accounting.  
Interpretation and evaluation of student records.

### **ABILITY TO:**

Plan, organize, coordinate, and direct the District's admission, registration and records programs, registration procedures, and student record system.  
Interpret and apply rules, regulations, policies, and applicable sections of the Education Code involving admissions, registrations, and individual student permanent records.  
Analyze situations accurately and adopt an effective course of action.  
Train, supervise, and evaluate staff.  
Organize and assign work and ensure the efficient operation of the office.  
Prepare and direct the preparation of a variety of required county, state, and federal reports  
Understand other college functions and maintain cooperative relationships with interrelated offices.  
Establish and maintain cooperative and effective working relationships with others; including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.  
Provide a wide variety of technical information and assistance.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Assist in the preparation of budget requests.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, related field, and four years of increasingly responsible experience in admissions and records; including at least two years of supervisory experience.

### **WORKING CONDITIONS:**

Office environment; subject to constant interruptions.

## **Director, Admissions & Records-Continued**

Position requires sitting and operating a computer keyboard to enter data into a computer terminal for extended periods of time, bending at the waist, speaking and exchanging information, and light lifting.

Incumbents may be exposed to extended viewing of computer monitor.