

SANTA BARBARA COMMUNITY COLLEGE DISTRICT**CLASS TITLE: ASSISTANT DIRECTOR – ADMISSIONS AND RECORDS****BASIC FUNCTION:**

Under the direction of the Director-Admission & Records, plan, organize, direct and control Admissions & Records operations and activities including student admissions, registration, the processing of enrollment forms and applications, maintenance of student records and files, and related student support functions; coordinate communications, Department personnel and information to meet College enrollment and registration needs; train, supervise and evaluate the performance of assigned personnel. Assist the Director in the implementation of enterprise-level technology within Admissions & Records function. Serve as department lead in absence of the Director- Admissions & Records.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

Plan, organize, direct and control Admissions & Records operations and activities including student admissions, registration, and record-keeping functions; Assist in establishing and maintaining departmental timelines and priorities; assure related functions and activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct Admissions & Records personnel, resources, systems, communications and information to meet College enrollment and registration needs and assure smooth and efficient Department activities; Assist in the development and implementation of Admissions & Records plans, goals, objectives, projects, systems, services, calendars and activities.

Supervise, train and evaluate the performance of assigned personnel and student workers; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for compliance with established standards, requirements and procedures.

Assist in directing the review, verification and processing of student enrollment forms, applications and related documents; coordinate and review documents and activities to assure accuracy and completeness of enrollment paperwork, proper verification of State residency and other student information; direct group enrollment activities for special programs.

Assist in directing the implementation of enterprise-level technology system within Admissions & Records function; assist in directing the development, modification and implementation of departmental computerized systems; assure new systems, programs and applications adopt with existing systems; coordinate related staff training activities. Assist in direct the development and maintenance of the Admissions & Records website.

Maintain current knowledge of laws, codes, regulations and pending legislature related to Admissions & Records operations and activities; modify programs and functions to assure compliance with local, State and federal requirements as appropriate.

Provide consultation and technical expertise to students, administrators, personnel and the public concerning student enrollment, admissions and record-keeping functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related forms, applications, laws, codes, standards, requirements, regulations, policies and procedures.

Assist the Director in developing and preparing the annual preliminary Admissions & Records budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. Evaluate and optimize Admissions & Records procedures for financial effectiveness and operational efficiency; initiate programs and procedures to enhance the financial effectiveness and operational efficiency of Admissions & Records.

Plan, organize, control and direct the maintenance and retention of student records and files including enrollment, attendance, admissions and application information in accordance with established standards and requirements using an assigned document management system. Assure proper transferring and purging of student files as needed; coordinate transcript distribution functions to meet student needs.

Supervise and direct the Transcript Evaluation Office in analyzing and evaluating incoming transcript and other academic records and determine student advanced standing status using independent judgement and application of complex and specialized academic rules and regulations.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to students, academics, attendance, personnel, forms, schedules, catalogs, enrollment, registration and assigned activities. Manage the processing of instructor forms and records including various rosters related to students, enrollment drops, grades and attendance;

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work;

Monitor inventory levels of forms, applications and other Admissions & Records supplies; order, receive and maintain adequate inventory levels of supplies.

Attend, conduct and participate in various meetings, councils, conferences and committees as assigned; coordinate, develop, implement and conduct staff training sessions; prepare and deliver oral presentations concerning Admissions & Records operations and activities.

OTHER DUTIES: Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Admissions & Records operations and activities including student admissions, registration, and record-keeping functions; the processing of enrollment forms and applications, maintenance of student records and files, and related student support functions.

Technical practices, procedures and techniques involved in the processing of enrollment forms and applications and related student registration activities.

Principles, methods, practices, procedures and terminology involved in the resolution of student application, enrollment, registration and staff issues, requests, conflicts and discrepancies.

College and State standards and requirements concerning student enrollment and registration.

Applicable laws, codes, regulations, policies and procedures.

Policies and objectives of assigned programs and activities. Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software. Principles and practices of administration, supervision and training. Basic budget preparation and control.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Record retrieval and storage systems.

Data control procedures and data entry operations.

ABILITY TO:

Plan, organize, control and direct Admissions & Records operations and activities including student admissions, registration, and record-keeping functions; process enrollment forms and applications.

Coordinate and direct Admissions & Records personnel, resources, systems, communications and information to meet College enrollment and registration needs and assure smooth and efficient Department activities.

Supervise and evaluate the performance of assigned personnel.

Direct the review and processing of student enrollment forms, applications and related documents.

Provide consultation concerning student enrollment, admissions and record-keeping functions.

Assure proper and timely resolution of student application, enrollment, registration and staff issues, conflicts and discrepancies.

Assist in overseeing the development and implementation of Admissions & Records plans, goals, objectives, projects, systems, services, calendars, activities and staff schedules.

Direct and participate in the processing of special petitions and determine student eligibility. Coordinate communications, Department personnel and information to meet student and College staff enrollment needs.

Train and evaluate the performance of assigned personnel.

Organize, direct and participate in the establishing and maintenance of student records and files including enrollment and application information.

Interpret, apply and explain applicable laws, codes, regulations, policies and procedures. Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Supervise and participate in the preparation and maintenance of a variety of records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in business administration or a related field and three years of experience involving student admissions, registration or related functions. Must have at least two years of supervisory experience managing personnel.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Mobility necessary to execute some essential functions