

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **DIRECTOR ADMISSIONS &
RECORDS**

SALARY TABLE: **30**

SALARY RANGE: **155**

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize, control and direct Admissions & Records operations and activities including student admissions, registration, commencement and record-keeping functions; 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Admissions & Records operations and activities including student admissions, registration, commencement and record-keeping functions; establish and maintain departmental time lines 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; oversee the development and implementation of Admissions & Records plans, goals, objectives, projects, systems, services, calendars and activities.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop employee schedules, coordinate subordinate work assignments and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

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

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

Plan, organize, control and direct the establishing and maintenance of student records and files including enrollment, attendance, admissions and application information in accordance with established standards and requirements; direct the preparation and distribution of Admissions &

December 2020

Ewing Consulting Services

Records correspondence, informational materials and various other documents.

Coordinate Admissions & Records communications and information between administrators, Department personnel, College staff, outside organizations and various local, State and federal agencies; assure proper and timely resolution of student application, enrollment, registration and staff issues, conflicts and discrepancies.

Manage the production, dissemination, collection and processing of instructor forms and records including various rosters related to students, enrollment drops, grades and attendance; direct and participate in the processing of special student petitions; research, review and evaluate related information and determine student eligibility for special consideration; coordinate appeal process.

Coordinate and direct assigned commencement functions; oversee the ordering and dissemination of degrees and certificates; participate in the planning, development and implementation of commencement events and activities; oversee the compiling and preparation of commencement programs and related documents.

Monitor and evaluate Admissions & Records operations and activities for financial effectiveness and operational efficiency; direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Admissions & Records Office.

Direct the input of enrollment data into an assigned computer system; oversee the establishing and maintenance of automated records and files; direct personnel and activities to assure accuracy and completeness of input and output data and related Admissions & Records transactions; initiate queries and generate computerized reports.

Assure adequate resources and personnel to meet Admissions & Records needs; initiate personnel transactions such as recruitment activities as appropriate; direct the development, modification and implementation of departmental computerized systems; assure new systems, programs and applications adopt with existing systems; coordinate related staff training activities.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to students, drops, grades, petitions, programs, personnel and assigned activities.

Develop and prepare the annual preliminary Admissions & Records budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Executive Vice President-Educational Programs regarding Admissions & Records activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

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

December 2020

Ewing Consulting Services

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; direct the development and maintenance of the Admissions & Records website.

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, commencement and record-keeping functions.

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

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

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

Required documents, forms, applications, records and files related to student admissions and registration.

Applicable laws, codes, regulation, 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.

Budget preparation and control.

Oral and written communication skills.

Record retrieval and storage systems.

ABILITY TO:

Plan, organize, control and direct Admissions & Records operations and activities including student admissions, registration, commencement and record-keeping functions.

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.

Oversee the development and implementation of Admissions & Records plans, goals, objectives, projects, systems, services, calendars and activities.

Direct and participate in the processing of special petitions and determine student eligibility.

Communicate effectively both orally and in writing.

December 2020

Ewing Consulting Services

Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration or related field and five years increasingly responsible experience working with student admissions, registration or related functions including one year in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.