

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR OF ADMISSIONS & RECORDS

Chabot College
Management Class Specification

*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.*

MANAGEMENT RESPONSIBILITY

The Director of Admissions & Records is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the Vice President of Student Services, is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedures relevant to the position. This administrator is to insure compliance with Federal and State laws as well as local policies. The Director of Admissions & Records is expected to take leadership in ensuring that policies and procedures related to methods of registration, enrollment processes, and student records maintenance and evaluation, through the appropriate reporting authority, are implemented and enhanced. The Director of Admissions & Records will serve as a member of designated District/College-wide committees.

GENERAL DESCRIPTION

The Director of Admissions & Records, under the supervision of the Vice President of Student Services, will organize, supervise and coordinate the operations of the Admissions and Records Office; administer all procedures relating to the registration and admission of students, including the collection of appropriate tuition and fees; supervise the maintenance, custody, security and retirement of student records; complete attendance accounting and other state and federal reports; supervise the evaluation of student records for the purposes of granting certificates, degrees, and university transfer certifications as well as assist with the development of degree audit and advanced standing evaluations that inform students about progress toward their goals; direct the appropriate release of student information and uphold the Federal and State guidelines for student privacy; and accomplish related duties as required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Director of Admissions & Records shall:

1. be responsible for the entire operation of the Admissions & Records Office, including supervising and hiring of staff;
2. recommend annual goals and objectives, and provide assistance in the development and administration of policies and procedures;

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3. plan and supervise the system of grade reporting, including incomplete monitoring and grade changes;
4. plan, direct, coordinate and supervise the registration process including the collection of tuition and fees, processing of fee waivers, fee credits, and the Board of Governors Grants; participate in developing class schedule and catalog content; update and revise appropriate forms;
5. supervise the preparation, maintenance, security, and retirement of student records; supervise the issuance of transcripts, evaluations, certifications, degrees, and the degree audit program;
6. insure compliance with Federal and State laws regarding admissions and records regulations (residency, confidentiality, etc.); assume responsibility for the collection and preparation of various State reports; balance summary and detail reports; maintain records, and analyses of enrollment and matriculation;
7. resolve problems regarding grades, enrollment, and residency as necessary; approve or deny petitions;
8. participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures;
9. assume responsibility for the coordination of assigned registration activities with faculty, administrative staff and other colleges; with college divisions and departments, including Management Information Services;
10. develop and maintain viable college cross-registration and high school concurrent enrollment programs;
11. insure compliance with the privacy laws as well as other regulations relating to Admissions and Records;
12. develop and write procedure manuals for all Admissions Office functions including the registration process; update and revise manuals as needed;
13. represent the Admissions and Records Office and the District at a variety of administrative and professional meetings as required, including participation in local, State and national professional admissions and records associations;
14. serve as Evening/Saturday administrator, as required.
15. other duties as assigned by the Vice President of Student Services and the College President.

MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education and Experience:

Baccalaureate degree from a four-year accredited college or university in a relevant field; or a minimum of four years experience in a relevant field; or an equivalent combination of education and experience which indicates possession of the skills and knowledge required.

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APPOINTMENT

The Director of Admissions and Records shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.