

ADMISSIONS AND RECORDS SUPERVISOR

DEFINITION

Under the direction of an assigned Administrator, plan, organize and direct the operations of the Admissions and Records office.

TYPICAL DUTIES

Plan, organize, and direct the activities of the Admissions and Records office including records, registration, Veterans Affairs and other activities involved in coordinating student registration, records maintenance and transcript preparation; may oversee or assist with outreach and recruitment activities, international students, Veterans Resource Center and other related programs; hire, train supervise and evaluate the performance of assigned staff; ensure accountability and compliance with applicable laws, regulations, policies and procedures; ensure the maintenance of accurate student records and files; develop department procedures and provide for proper implementation and training with respect to new or revised practices; ensure effective communication with students; participate in the development of and effective utilization of current technology; oversee cashiering functions at the Admissions and Records counter; coordinate registration and evaluation processes; may serve as security administrator for on-line access to enrollment processes; monitor the input and extraction of information to data processing systems; assist with conversion of data for new management information options; may coordinate and implement the use of technology for record management and retention for all of student services and other college departments; may assist with class schedule information pertaining to registration; establish procedures related to petitions, evaluations and collection of data; may have responsibility for the review and disposition of student petitions requesting administrative decisions; coordinate and evaluate the awarding of degrees and certificates; coordinate printing of diplomas and certificates in a timely manner to meet required deadlines; compile and generate related reports; monitor and maintain assigned budgets and processes; respond to requests for transcripts and verification of other attendance or grade information; build and maintain effective working relationships, working collaboratively with other college and District staff, instructors and administrators; serve on college and District committees; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years of increasingly responsible experience, including one year in a lead or supervisory capacity, in college admissions and/or records; **OR**, four years of increasingly responsible experience, including one year in a lead or supervisory capacity, in records management or similar field.

EDUCATION

Bachelor's degree from an accredited institution; **OR**, an Associate degree from an accredited institution **AND** two additional qualifying years of experience.

KNOWLEDGE OF

Computer systems and applications related to admissions, registration, records management and retention; modern office practices, procedures and equipment; applicable sections of the State Education Code and other applicable laws, policies and procedures; interpersonal skills using tact, patience and courtesy; principles and practices of supervision and training; budget preparation and control.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the essential functions of the position; plan, organize and direct the activities of the assigned area(s); communicate effectively both orally and in writing; maintain accurate records and compile, generate, and analyze data for reports; utilize current technology to effectively perform assigned responsibilities; coordinate the use of technology for record management and retention; maintain current knowledge of and interpret, explain, and apply rules, regulations, guidelines and applicable laws related to the assigned area(s) and implement acceptable practices; prioritize and schedule work; train, supervise and evaluate personnel; maintain adequate internal controls and audit trails; analyze situations accurately and adopt an effective course of action; establish and maintain cooperative and effective working relationships with others; work successfully in a diverse organization; work independently with minimal direction; sustain regular attendance; meet schedules and timelines; exercise initiative and good judgment; resolve complex situations; and conduct individual and group training activities.