

**RIO HONDO COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR OF ADMISSIONS AND RECORDS**

**DEFINITION**

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate the Admissions and Records programs and activities and serve as Registrar; to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Vice President of Student Services.

**SUPERVISION EXERCISED**

Exercises direct supervision over supervisory, technical, and administrative support staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide leadership and direction and assume management responsibility for Admissions and Records programs, services, and activities, including admissions, registration, permanent records, enrollment, and attendance accounting reports.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Admissions and Records programs; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct admissions and records needs analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Vice President of Student Services; direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for Admissions and Records; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Admissions and Records program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for Admissions and Records with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Vice President of Student Services; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Admissions and Records programs, policies, and procedures as appropriate.

Plan, organize and schedule registration cycles in conjunction with instruction, student services, and computer services; oversee registration process.

Organize and develop procedures, materials, and equipment used in admitting and registering students.

Organize and supervise the processing of student record information; coordinate reporting procedures and State requirements; provide verifications for veterans benefits, military credit, social security, and other areas.

Coordinate class counts and attendance accounting and reporting; prepare student listings, transcripts, and posting of grades and changes; provide for the maintenance and security of records, both physical and computerized; prepare and submit reports.

Develop and supervise procedures related to student residency, transfers, illegal repeats, special students, and fee collections and refunds.

Verify eligibility of students participating in the inter-collegiate athletic programs.

Verify and authorize student eligibility for academic renewal.

Oversee the evaluation of student applications and eligibility for AA/AS degrees and certificates.

Oversee development of annual FTES projections for new student enrollment, and continuing student retention; provide updates periodically.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of admissions and records.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of an Admissions and Records program.

Organizational and management practices as applied to the analysis and evaluation of Admissions and Records programs, policies, and operational needs.

Modern and complex principles and practices of Admissions and Records program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Policies regarding student admissions, registration, records, and transcript requirements.

Pertinent Federal, State, and local laws, codes and regulations including the California Education Code requirements for student residence, attendance, grading, testing, and records.

Current Family Educational Rights and Privacy Act (FERPA) Codes.

Title V codes relating to the Admissions and Records Office.

California Community College Chancellors Office Regulations.

CCFS320 and 321 Reporting Guidelines.

Solomon Act of 1963.

Immigration regulations regarding the SEVIS (Student and Exchange Visitor Information System).

State reporting rules and regulations.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for Admissions and Records.

Recommend and implement goals, objectives, and practices for providing effective and efficient Admissions and Records services.

Manage, direct, and coordinate the work of supervisory, technical, and administrative support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to Admissions and Records issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Admissions and Records goals.

Research, analyze, and evaluate new Admissions and Records service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Admissions and Records programs and functions.

Communicate clearly and concisely, both orally and in writing.

Assist with 320-321 reports as assigned.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Three years of responsible admissions and records experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**Training:**

Bachelor's degree from an accredited college or university. A Master's degree is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range : 51

**Effective Date:** May 11, 2005, January 1, 2015

**Revised:** February 16, 2006, November 12, 2014