CERRITOS COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

CLASSIFICATION: Dean of Admissions, Records & Services

GRADE: 5 (Management Salary Schedule) (Classified Management)

APPROVAL DATE: 9/06/95

DEFINITION

Under the direction of the Vice President of Student Services/Assistant Superintendent, is responsible for the management and operation of the Admissions and Records Office. Develops and implements policies and rules pertaining to enrollment, registration, grading, evaluations, graduation requirements and other functions related to the admissions and records services.

DUTIES AND RESPONSIBILITIES

1. Supervises the Admissions and Records Office staff.

2. Supervises and coordinates admissions and all methods of registration processes including telephone, in person and electronic.

3. Responsible for collection and assistance in the maintenance of data required for state, federal, and local reports.

4. Maintains files and records pertinent to scholastic, attendance, and other educational documents required by the state and the college.

5. Responsible for the attendance accounting, the college's 320 report and the preparation of necessary reports for state, federal, and local agencies.

6. Maintains compliance with federal and state regulations regarding confidentiality of student records, and the implementation of new and revised student records information systems and the destruction of records.

7. Responsible for the collection and maintenance of statistics and periodic reports on enrollment and student characteristics.

8. Chairs the Admissions and Standards Committee.

9. Supervises the evaluation of the academic performance of students and certifies candidates for graduation and certificates.

10. Supervises the admissions and educational progress of all foreign visa students and prepares all forms and reports required by the Immigration and Naturalization Service.
11. Responsible for correspondence related to admission, educational progress, and certification as requested by students or outside agencies.

12. Supervises the development of forms and registration documents that are compatible with data processing equipment.

13. Manages the development, dissemination, and implementation of all attendance account records from faculty specific to student academic progress.

14. Responsible for the selection, supervision, and evaluation and development of personnel assigned to the Admissions and Records Office.

15. Participates in shared governance with the faculty, classified and student groups.

16. Monitors the placement and/or removal of holds on student records.

17. Responsible for responding to subpoenas for student records.

18. Certifies eligibility of student athletes in compliance with athletic rules.

19. Certifies payroll reports for classified and temporary hourly personnel assigned to the Admissions and Records Office.

20. Plans, develops, and manages annual budget, staffing, and facility needs for area of responsibility.

21. Participates in joint planning and coordination with other student services areas, business services, data processing and other departments.

22. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE**

*Required:*
- Bachelor’s Degree from an accredited college or university; and
- Minimum of four years of work experience in a position reasonably related to Admissions and Records.

*OR*
- Master’s degree from an accredited college or university; and
- Minimum of three years of work experience in a position reasonably related to Admissions and Records.

*OR*
- Doctoral degree from an accredited college or university; and
- Minimum of two years of work experience in a position reasonably related to Admissions and Records.
Experience must include supervision of personnel, development of work schedules, and implementation/evaluation of office practices.

Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.

**Preferred:**

- Familiarity with the capabilities and uses of electronic data process.
- Admissions and Records experience in a California community college.

**KNOWLEDGE AND ABILITIES**

*Knowledge of:*

- Admissions and Records operations;
- the utilization and functions of electronic data processing equipment and its application to data collection for Admissions and Records;
- accounting;
- report writing; and
- interpretation of state, federal, and local agencies' requests.

*Ability to:*

- plan, organize, and implement automated systems in admissions, registration, and storage of educational data;
- understand, interpret, and apply laws, regulations, and policies related to college admissions and records practices and procedures;
- train, develop, and supervise personnel;
- prepare reports;
- communicate effectively (both orally and in writing);
- carry out oral and written instructions; and
- work cooperatively with faculty, staff, students, and the public.

Revised Job Title: 5/3/06