

COMPTON COMMUNITY COLLEGE DISTRICT



DIRECTOR OF ADMISSIONS AND RECORDS

FLSA: EXEMPT

POSITION DESCRIPTION: Under direction of the Dean of Counseling, the Director of Admissions and Records plans, organizes and administers the activities and operations of Compton College Admissions and Records department.

ESSENTIAL DUTIES/FUNCTIONS:

- Plan, organize, control and direct the processes and operations of the Admissions and Records Office; interpret and apply federal and state-mandated guidelines; recommend related policies, procedures and guidelines for the District.
- Revise and edit related policies and procedures for class schedule and catalog copy.
- Supervise and evaluate the performance of assigned staff.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Prepare and maintain accurate state and federal reports including student attendance accounting records, student permanent records, student residency, faculty grades and attendance records; registration and enrollment statistics and other records as assigned; participate in audits of records as assigned.
- Communicate with other administrators, personnel and contractors to coordinate activities, and processes, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the Admissions and Records Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Provide professional development opportunities to assigned staff through conference attendance and training workshops.
- Maintain relevant knowledge of computer technology and systems as it relates to Admissions and Records operations.
- Attend and conduct a variety of meetings as assigned.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the Admissions and Records Department.
- Applicable laws, codes, regulations, policies and procedures including Title V and Education Codes related to attendance accounting, residency, student and faculty rights, record-keeping and related matters.
- Basic college curricula.
- District organization, operations, policies and objectives.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.

- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping techniques.

ABILITY TO:

- Plan, organize and administer the processes and operations of the Admissions and Records Department.
- Plan, schedule and manage registration activities.
- Operate a personal computer with proficiency.
- Supervise and evaluate the performance of assigned staff.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Work confidentially with discretion.

MINIMUM QUALIFICATIONS

- Any combination in equivalent to: bachelor's degree in a related field and five years administrative student service experience, preferably in admissions and records, in an educational institution of which at least three years are in a supervisory capacity.
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.