JOB DESCRIPTION

JOB TITLE: Director of Admissions & Student Records

REPORTS TO: Dean of Student Enrollment and Retention

BASIC FUNCTION: Responsible for the overall management of Admissions and Student Records functions District-wide, providing guidance and training on all aspects of the Admissions and Student Records Department.

CLASSIFICATION: Managerial and Other Academic Personnel

DUTIES AND RESPONSIBILITIES

1. Provides overall direction and programmatic supervision for the College’s Admissions and Student Records functions, monitoring the Admissions and Student Records functions at all campuses to assure compliance with Federal and State legislation and College policies and procedures.

2. Serves as custodian and safeguard of College student records. Responsible for securely maintaining separate and accurate records for all students who apply to the College.

3. Works in conjunction with the College’s Management Information Systems (MIS) department regarding accuracy of student database and appropriate reporting.

4. Assures the accurate, timely, and secure processing of applications for admission to the College, and for notifying students regarding their admissions status as an applicant.

5. Insures prompt and accurate issuance of student-requested transcripts on a district-wide basis, and assures the accurate and timely evaluations of all incoming transcripts of admitted students.

6. Serves as custodian of the College seal and authenticates official documents within the scope of assigned duties.

7. Provides direct supervision to West Campus Admissions and Student Records staff, and serves as secondary supervisor at other campuses.

8. Serves as the College Student Records System security access administrator, and provides specific assistance and training to College Student Records System users, including faculty.

9. Reviews, verifies, and submits National Student Clearinghouse reports.

10. Serves as the College’s Primary Designated School Official for the Student Exchange Visitor Information System, a division of the United States Customs and Immigrations Services.
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11. Oversees the accurate preparation of graduation completion reviews and notifications of completion of required coursework to students prior to graduation. Insures the accuracy and completeness of the President’s list of “Honor Graduates with Highest Honors.” Prepares degrees and certificates for signature of President and Board Chair and distributes them to students.

12. Oversees and coordinates the processing subpoenas and other requests for student records or information.

13. Ensures compliance with appropriate laws, regulations and rules in establishing residency for tuition purposes, limited access admissions, faculty grade reporting, athletic eligibility, honors societies verifications, optical imaging, FACTS.org online services, and Family Educational Rights and Privacy Act (FERPA), providing training as needed.

14. Prepares, maintains, and reports students’ Standards of Academic Progress (SAP), preparing and sending notices at the end of each term to students on academic warning, probation, suspension, or dismissal.

15. Assists with the developing and implementing of appropriate goals and objectives in the College’s Annual Strategic Plan. Prepares and manages the annual budget for the Admissions and Student Records Office.

16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Master’s Degree from a regionally accredited institution is required with five years of administrative experience in a college or university Admissions and Student Records Office. A Bachelor’s Degree with ten years of verifiable admissions experience in increasingly responsible roles may be substituted for a Master’s Degree. Three years of supervisory experience is required. Computer knowledge and skills required. Satisfactory criminal history background check is required.

File: Director of Admissions & Student Records
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