

**College of the Siskiyous
Job Description**

Job Title: Director, Admissions & Records **FLSA:** Exempt

Group: Admin. Support/Management **Salary Schedule:** Admin Support/Management

Job Summary:

Directs the registration and student records functions of the College and performs highly complex and responsible analysis and reporting of registration information.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provides leadership and operational supervision of the District's admissions and enrollment programs.

Designs, implements, and maintains admissions and records and financial aid programs including enrollment, registration, academic audit and departmental record-keeping systems according to federal, state and District policies and procedures.

Provides general supervision over office staff and evaluates performance of staff and program through review of work. Records performance evaluation on District Employee Evaluation form.

Plans, prepares, and administers annual plan and budget for the Admissions and Records Office.

Interprets and applies policies, laws, rules, and regulations pertaining to admissions and records and develops procedures.

Prepares reports, forms and written documents to facilitate admission and records activities.

Supervises the District's attendance accounting and grade reporting programs, including preparation of the District's attendance accounting reports in accordance with the state and local attendance accounting regulations and deadlines.

Analyses and verifies student completion of degree and certificate requirements, eligibility status for selected programs, and student enrollment status.

Prepares and maintains student permanent records. Supplies course and student data to college staff.

Verifies student athletic eligibility for intercollegiate sports.

Provides direction, clarification and design specifications to the student information system programmers regarding matters related to admissions, enrollment, records and attendance accounting; coordinates with counseling and advising services.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge: Knowledge of principles and practices of admissions and registration; California Education Code; Chancellor's Office Student Attendance Accounting Manual; The College Board Policy and Internal Procedure Manual; Family Education Rights and Privacy Act. Federal regulations affecting foreign students; PC and related software, particularly database management software.

Ability: Ability to provide leadership in Admissions and Records; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; supervise office staff; develop and administer department budget; demonstrate strong research and analytical skills.

Training and Experience: Any combination of education and experience that demonstrates possession of a Bachelor's degree and at least five (5) years experience in a CA community college system including two (2) years in registration and records.

Physical Effort/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

Job Description Approved: 2/11/03