POSITION PURPOSE

Reporting to the Vice President of Student Services, provides leadership, directs and coordinates the functions of the following programs and services: Admissions, Permanent and Current Records, Evaluations, Registrations, Veterans Administration and Resident Attendance Accounting.

NATURE and SCOPE

This position is responsible for policy, procedural, supervisory and budgetary decisions; developing and implementing a plan for computerization of admissions and records; coordinating in-service training to staff in the newly computerized environment; working closely with Information Services in developing technologies and processes, and recommending objectives for program improvements; preparing state, federal or other reports; consulting with management, faculty, parents, students and/or the courts & other legal entities concerning confidential information.; and developing budget recommendations and administering the A & R budget.

KEY DUTIES AND RESPONSIBILITIES

1. Serves as a catalytic force in formulating and implementing the Admissions and Records Office goals and objectives as per the college’s master plan.

2. Supervises the admissions and registration services for De Anza College.

3. Coordinates and supervises the development and management of the budget for all operations under the auspices of the Admissions and Records Office.

4. Reviews enrollment trends and engages in program development pertinent to student and community needs and consistent with college/district master plan goals; supports curricular and program articulation with high schools, colleges, and universities.

5. Oversees the admittance and registration of all qualified students and the evaluation and distribution of student records in a timely and accurate manner.

6. Oversees maintenance of the degree audit system.

7. Coordinates the preparation of college, state, and federal reports in collaboration with appropriate staff and offices.

8. Recruits, interviews and hire candidates with the assistance of staff.

9. Evaluates staff and makes recommendations for promotion, tenure, permanent employment, professional recognition, or dismissal.

10. Provides leadership and demonstrates innovative approaches to the use of technology in the admission and registration process.
11. Develops and maintains a close relationship with the community through advisory committees, etc.

12. Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Knowledge of current technologies to improve delivery of Admissions and Records services.


3. Title V of the California Code of Regulations as it relates to student attendance accounting, open enrollment, and student rights under matriculation.

4. Immigration and Naturalization Service categories of citizens, residents and visas.

5. Principles of leadership, management, and supervision.

6. Principles and practices of higher education organization and structure.

7. Computers: commonly used software and communication mediums.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Interpret and apply rules, regulations, policies and procedures.

3. Communicate effectively both orally and in writing.

4. Team leadership and decision-making.

5. Train, assign, supervise, evaluate and develop staff.

6. Handle difficult and sensitive issues and problems and resolve conflicts.

Education and Experience:

1. Master's Degree in a related field.

2. One year of administrative experience, formal training, internship or leadership in any related field.

3. Four years of experience in admissions and records, with one year in a supervisory capacity

4. Successful experience in managing a large, complex office responsible for a diverse student and/or instructional support.

Working Conditions:

1. Typical office environment.

Date Approved: Revised February 2002
Grade: I