FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Admission and Records Supervisor

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and coordinate day-to-day activities of the Admissions and Records office; train, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

1. Plan, organize, and coordinate clerical work of the Admissions and Records office; schedule and assign work; establish priorities and adjust assignments to assure timely completion.

2. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedures.

3. Provide technical direction and information on issues pertaining to the interpretation of admissions and records guidelines and policies; research, interpret and clarify admissions and records policies as requested.

4. Provide information to faculty and other staff regarding procedures for recording and reporting attendance and grades; provide information and guidance to staff regarding interpretation and enforcement of guidelines, policies, and legal requirements.

5. Plan, develop, coordinate and oversee the registration of students as assigned; interview, hire and assign temporary registration personnel; organize procedures, materials, equipment and traffic flow for registration.

6. Oversee the preparation and distribution of a variety of reports and records.

7. Assure proper collection and security of enrollment fees and other monies according to established procedures.

8. Operate a variety of office equipment as assigned.

9. Attend and conduct a variety of meetings to receive and provide information.

10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Regulations, policies, Educational Code and other requirements related to admissions and registration.

2. Specialized functions, activities and operations of an assigned student services area.

3. Interpersonal skills using tact, patience and courtesy.

4. Correct English usage, grammar, spelling, punctuation, and vocabulary.

5. Principles of training and providing work direction.

6. Oral and written communication skills.
7. Record-keeping techniques.
8. Operation of office machines including computer equipment.

ABILITY TO:

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. Plan, organize and coordinate the day-to-day activities of a college admissions and records office.
3. Provide specialized assistance and information to students and others concerning student services areas.
4. Interpret, apply, explain and assure compliance with applicable policies, rules, and regulations.
5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective course of action.
7. Maintain records and prepare reports.
8. Establish and revise priorities of clerical work and office activities.
10. Establish and maintain cooperative and effective working relationships with others.
11. Meet schedules and time lines.
12. Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree in business or related field, and three years experience working in an Admissions Office.

WORKING CONDITIONS:

ENVIRONMENT:
1. Office environment.
2. Constant interruptions.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Sitting or standing for extended periods of time.

DATE APPROVED: February 1, 2000, Revised: June 13, 2007
RANGE: 5-53
EEO-CATEGORY: H-50