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

Associate Registrar, Admissions and Records

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and direct the day-to-day operations of the Admissions and Records office to assure state and federal policies and procedures are met; train, assign, and supervise assigned personnel.

REPRESENTATIVE DUTIES:

1. Plan, organize and direct the day-to-day operations of the Admissions and Records office to assure the compliance of state and federal policies and procedures.

2. Supervise and evaluate the performance of assigned staff, interview, and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate, and arrange for appropriate training of subordinates.

3. Provide information to students, faculty, and staff on issues regarding residency, academic petitions, evaluations and other issues; coordinate Admissions and Records correspondence from students.

4. Compile and verify information; prepare and maintain records and reports; assure compliance with federal, state and District laws, regulations, and policies; provide information to auditors and for budget input; complete data for FTES State report.

5. Coordinate requests for computer system access of student records; assign and enter screens, individual operator numbers and passwords for computer system access; review and maintain access list.

6. Receive and provide information to staff, students and outside organizations regarding admissions and records policies and procedures.

7. Monitor and provide budgetary input.

8. Attend state, local and national conferences for Admissions and Records officers and computer system users.

9. Operate a computer, scanner, microfiche and other office equipment as assigned.

10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Admissions and records policies and procedures.

2. College residency laws and procedures

3. District organization, operations, policies, and objectives.

4. Operation of a computer and other office equipment.

5. Principles of training and providing work direction.
6. Oral and written communication skills.
7. Record-keeping techniques.
8. Interpersonal skills using tact, patience, and courtesy.

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. Oversee the day-to-day operations of the Admissions and Records office to assure state and federal policies and procedures are met.
3. Interpret, apply and explain Admissions and Records rules, regulations, policies, and procedures, state and federal regulations.
4. Train, supervise and evaluate personnel.
5. Meet schedules and time lines.
6. Communicate effectively both orally and in writing.
7. Establish and maintain cooperative and effective working relationships with others.
8. Maintain records and prepare reports.
9. Work independently with little direction.
10. Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor’s degree in business or related field, and four years responsible experience in a college Admissions and Records 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
RANGE: N-57
EEO-CATEGORY: H-30