

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Dean, Admissions and Records	Range 32 (AC)	Management Schedule
Date Revised:	June 9, 2008	Date Approved:	September 1986

PRIMARY PURPOSE

Under the direction of a college Vice President, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of college admissions and records operations.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, organizes and directs the operations and activities of the Admissions and Records Office, including student admissions, registration, graduation and certification, and academic records.
2.	Develops and implements plans and policies to facilitate and improve admissions and records programs and services; assures compliance with applicable laws, rules, regulations, policies and procedures; provides technical information related to the interpretation and application of admissions and records policies and procedures.
3.	Plans, organizes and directs registration procedures for classes; implements and directs policies and procedures related to the determination of student residence, the acquisition of related permits, and the admission of international students.
4.	Interprets and applies policies related to graduation, general education certification, credit by examination, vocational certification, military credit and athletic eligibility; directs student appeals procedures related to admissions, attendance and records.
5.	Directs and supervises the collection and distribution of student grade and attendance documents.
6.	Coordinates the implementation and maintenance of an integrated data processing system; compiles information and data; prepares a variety of reports related to the operations and activities of the Admissions and Records Office, including enrollment management data; supervises the retention, maintenance, optical scanning, and destruction of records.
7.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
8.	Determines appropriate equipment and supplies for assigned programs in accordance with established policies; monitors and controls inventories.
9.	Maintains communication with District and college staff and various agencies to coordinate program services and activities and exchange information.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selections and hiring processes.

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11.	Plans, organizes and arranges appropriate staff development programs and activities for assigned staff; provides orientation for new employees.
12.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Maintains current knowledge of laws, rules and regulations related to student admissions, attendance and record-keeping; learns and applies new technologies and advances pertinent to assigned functions (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
14.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
15.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Dean of Admissions and Records maintains frequent contact with college and District administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Desirable Qualifications

Experience in the management, coordination or leadership of admissions and records operations in a higher education environment.

Experience with computer software and other technologies related to admissions and records functions.

Demonstrated experience with the implementation and integration of new technologies into the admissions, registration and records processes.

Experience in coordinating and increasing international students admissions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of California education code and requirements, including Title 5

Knowledge of federal and state laws and regulations related to community college admissions and records operations.

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of educational pedagogy and student success strategies applicable for the diverse community

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college student body

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
