NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Job Title:	Director, Admissions and Records	Range: 25 (CL)	Management Schedule
Date Revised:		Date Approved:	November 10, 2020

PRIMARY PURPOSE

Under the direction of a Vice President or designee, this position is responsible for performing a variety of complex administrative and supervisory duties related to the functions and activities of College/School admissions and records operations.

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

1.	Plan, organize, and direct the operations and activities of the Admissions and Records Office, including student admissions, registration, graduation and certification, and academic records.
2.	Develop and implement plans and policies to facilitate and improve admissions and records programs and services; assure compliance with applicable laws, rules, regulations, policies and procedures; explain and interpret policies and procedures relating to student admissions and records.
3.	Plan, organize, and direct registration procedures for courses; coordinate registration processes with instruction, student services, information technology, research, and other District and College personnel as appropriate.
4.	Direct and supervise the collection and distribution of student grades and attendance documents.
5.	Coordinate admissions and records operations to support outreach activities, such as partnerships with local high schools and community agencies to promote dual enrollment, program enrollment, and effective student recruitment and retention strategies. In addition, the Director, Admissions and Records may be responsible for the overall leadership and operations of a student services center or campus center, as assigned.
6.	Participate in the timely and accurate preparation of mandated reports for distribution to campus, District, state and federal offices. Collaborate with Institutional Effectiveness/Research and Planning, the Vice President of Instruction, and Instructional divisions in order to submit accurate reporting to NOCCCD District Services.
7.	Contribute to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; utilize campus planning and resource allocation (such as program review) to advance the staffing and structural needs of the Admissions and Records Office; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; utilize evidence based strategies to identify opportunities for improvement; direct and implement change.
8.	Resolve complex and difficult Admissions and Records processing, student accounts, grades, attendance, enrollment, reinstatement, and satisfactory academic progress issues. Resolve student records issues; confer with students on their student record files.
9.	Collaborate with Instructional divisions to assist students in navigating institutional processes and procedures; provide support to faculty in processes dealing with census reporting, class add/drops, and grading.

10.	Collaborate with Institutional Effectiveness/Research and Planning and campus constituencies to set metrics and collect, analyze, recommend, and disseminate institutional qualitative and quantitative data to measure the progress of student equity and student learning-focused efforts.
11.	Develop, implement, and evaluate student learning outcomes and program review processes for the Admissions and Records Office in accordance with accreditation standards. Support other student services programs in the development of student learning outcomes and program review that intersect with student records.
12.	Direct and participate in the preparation and maintenance of a variety of records and statistical reports related to attendance accounting, admissions, transcripts, graduation, residency, and course repetition; assure confidentiality of student records in accordance with laws; supervise the retention, maintenance, optical scanning, and destruction of records.
13.	Develop and prepare the annual preliminary department budget; monitor and control budget expenditures; prepare fiscal reports as directed.
14.	Determine appropriate equipment and supplies for the department in accordance with established policies; monitor and control inventories.
15.	Direct department programs, services, and communications between administrators, faculty, and staff, other departments and divisions, external agencies, students, and the public; establish and maintain partnerships in support of student services activities.
16.	Train, supervise, evaluate, and direct the work of employees as assigned; participate in selection and hiring processes.
17.	Plan, organize, and arrange appropriate training and staff development activities; provide orientation for new employees.
18.	Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services with other District and College personnel as appropriate.
19.	Consult with applicable information technology departments and participate in the development and enhancement of specialized automated systems; maintain current knowledge in the latest technology related to functional areas, including hardware and software capabilities; provide major input to long-range technology planning decisions.
20.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
21.	Engage in collaboration to foster a culture of inclusiveness and equity-mindedness in support of the District's strategic plan to achieve student success; initiate programs, training sessions, and discussions to create an awareness of and commitment to institutional equity and diversity goals among students, faculty, and staff.
22.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student opportunity and achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.

23.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
24.	Perform related duties as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Director, Admissions and Records maintains frequent contact with College and District administrators, faculty, staff, and students.

EDUCATION AND EXPERIENCE

Minimum Qualifications

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.   The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Master's degree from a regionally accredited institution.

Experience in the management, coordination or leadership of an academic program or service.

Demonstrated experience with project management, program planning, and evaluation of services through use of data.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of a shared governance model in an educational setting
Knowledge of California education code and requirements, including Title 5
Knowledge of federal and state laws and regulations, collective bargaining agreements, and grievance processes
Knowledge of research project policies, procedures and practices, including data collection, analysis, and reporting
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of educational pedagogy and student success strategies applicable for the diverse community college student body
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 administer complex budgets in a cost-effective manner
Ability to conduct research projects, evaluate alternatives, and make sound recommendations
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and timelines
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 or standing for long periods at a time (up to 2-3 hours); requires some off-site duties and activities.