

Assistant Director, Admissions and Records
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the general direction of the Director of Enrollment Services, the Assistant Director of Admissions and Records supervises the operation and activities of assigned functions within the Admissions and Records office, and assists in planning and implementing departmental procedures. This position may serve as the Director of Enrollment Services in the absence of the Director. This is an exempt, first-line working supervisor responsible for day to day leadership and performance management of staff.

Examples of Duties

1. Provides direction, supervision, and support for assigned operations within the Admissions and Records office including academic evaluations, transcripts, veterans and athletic eligibility, and other functions.
2. Acts on behalf of the Director, Enrollment Services in their absence.
3. Assists the Director, Enrollment Services in developing, planning, writing, and implementing departmental procedures, goals and objectives; implements policies and regulations as required; provides advice and consultation related to various aspects of Admissions and Records to other campus managers.
4. Supervises the maintenance, evaluation, and certification of student records so they are suitable for transfer to other educational institutions, for athletic eligibility, and eligibility for benefits from other agencies and programs.
5. Supervises assigned employees within the Admissions and Records function, participates in the selection of personnel, schedules, and assigns work, and ensures proper staffing levels, and workloads; directs, evaluates, and trains assigned personnel to ensure the consistency and accuracy of activities.

Example of Duties (continued)

6. Conducts continuous review of office procedures pertaining to the admissions systems, residency verification, and records operations; recommends appropriate changes; submits monthly and year-end and other reports as required.
7. Participates in budget preparation; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures and budget accounts.
8. Performs computer operations to update student records and verify student information; enters and retrieves a variety of information and reports as necessary.
9. Oversees the maintenance of permanent student records and the processing of attendance and enrollment figures; oversees the issuance of official college transcripts.
10. Serves on college committees as required or assigned.
11. Responds to and resolves inquiries and complaints from students, administrators, staff, and faculty.
12. Oversees and coordinates special events such as graduation.
13. Supervises data processing, microfilming, imaging, and record retention procedures related to the Admissions and Records Office.
14. Perform other duties as assigned or required.

Qualifications

- Bachelor's Degree from an accredited college/university with major coursework in business administration or a related field and two years of increasingly responsible professional level administrative experience in admissions, registration, records, or a related field.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college.

Knowledge and Abilities

Knowledge of:

- Admissions requirements of the District.
- Course descriptions and articulation agreements.
- Graduation and transfer requirements for various four year colleges and universities.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Policies and procedures pertaining to grading practices.
- Modern office procedures, methods, and computer equipment.
- Principles and procedures of recordkeeping.
- Business writing and report preparation.
- Budgeting procedures and techniques.
- Principles of training and providing work direction to others.
- Basic mathematical principles.

Ability to:

- Direct a comprehensive admissions and records program.
- Evaluate student records for graduation and transfer requirements.
- Interpret State and District admissions policies and procedures.
- Interpret the District's policies and procedures pertaining to grading practices.
- Calculate grade point averages quickly and accurately.
- Maintain accurate student transcript records.
- Perform responsible and technical duties involving the use of independent judgment.
- Respond to requests and inquiries from administrators, faculty, staff, and students.
- Prepare and administer a budget.
- Provide work direction and train assigned staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)