

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



ASSOCIATE REGISTRAR

**RANGE 33
FLSA: NON-EXEMPT**

DEFINITION

Under the direction, assists in planning, organizing, supervising and coordinating the District's student registration, admissions and records maintenance operations and functions; plans, supervises, and oversees the operations and work of staff of the Admissions & Records; assists in developing and implementing policies and procedures pertaining to student enrollment, registration, records, special programs, and other related functions; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Admissions & Records. Exercises direct supervision over clerical and technical staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class in the records and admissions department. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of records and admissions staff involved in student registration, evaluation of transcripts and graduation requirements, maintenance of student records, and preparation of reports. Incumbents will oversee the Veteran's and International Student programs and are expected to independently perform the full range of admissions and records management duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Admissions & Records in that the latter has management responsibility for all admissions and records functions and activities of the District.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Organizes, implements, and administers admission and registration procedures for the District.
- Ensures the integrity, accuracy, confidentiality and security of all academic records of current and former students.
- Oversees the veterans' program as it pertains to Admissions & Records and serves as backup for the veteran's certifying official (VCO).

- Oversees the international students' program as it pertains to Admissions & Records and coordinates with the primary designated school official (PDSO) and other designated school officials (DSO) for international students.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff involved in student admission, registration, transcript and evaluation activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work procedures and in the operation and use of equipment and computer programs; implements procedures and standards.
- Resolves Admissions and Records office problems by exercising judgment and following established procedures.
- Oversees the Board of Governor's Fee Waiver appeals process.
- Provides information to students such as procedures for enrollment and registration, residency regulations, basic scholarship and registration requirements, program changes, withdrawals, and related District procedures and regulations.
- Performs the more complex and responsible admissions and records functions including but not limited to resolving residency issues, determining eligibility for AB540 status and evaluation of military, CLEP, AP and other forms of Prior Learning.
- Directs and participates in the preparation and maintenance of student enrollment records; oversees and assists in posting, updating, and filing grades and personnel records for enrolled students; researches, verifies and corrects processes and records, and other student data.
- Corrects and updates data processing reports to prepare enrollment and other statistical reports for use by the District, as well as State and Federal agencies.
- Serves as liaison for special programs such as Early College, First Year Experience, and Foster Kindship.
- Oversees the general petition process.
- Assists in the certificate evaluation process.
- Advises and provides in-service instruction to faculty members regarding standardization of grading and other record keeping methods including adherence to FERPA guidelines.
- Resolves special student admission issues such as foreign, out-of-district and out-of-state students.
- Confers with Deans, Instructors, Counselors, and other staff regarding the business of the office.
- Prepares records for Veterans' Administration, state and federal audits.
- Compiles information for subpoenas and assists the administration with labor grievances.
- Provides direction and training to lower-level staff during registration.
- Serves as the primary resource in the absence of the Director of Admissions and Records.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Federal, State, and local laws, regulatory codes, ordinances, and procedures related to Admission and Records functions for a community college.
- Record keeping principles and procedures.
- Requirements and curriculum of State colleges and universities.
- Preparation of budgets, applications, project proposals, and administrative reports.
- Basic administrative research techniques, mathematics, and statistics.
- Principles, practices, and techniques of effectively dealing with the public and public relations.

- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct admissions and records activities.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Learn, apply and explain the admissions and records rules and procedures of the college district.
- Provide information and assistance to students and staff.
- Maintain records and prepare reports.
- Work with diverse constituencies, individually and as a group.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain confidentiality of District files and records.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent a Bachelor's Degree from an accredited college or university with major coursework in business management, public administration, education, or related field, and four (4) years of progressively specialized and complex admissions and records duties preferably in evaluation of student transcripts that require knowledge of federal and state regulations, including one (1) year of a lead worker or supervisory capacity.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.