

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



DIRECTOR OF ADMISSIONS AND RECORDS

FLSA: EXEMPT

POSITION DESCRIPTION: Under direction of the Dean of Student Services, the Director of Admissions and Records plans, organizes and administers the activities and operations of the El Camino College Compton Center Admissions and Records Office and Assessment Center.

ESSENTIAL DUTIES/FUNCTIONS:

- Plan, organize, control and direct the processes and operations of the Admissions and Records Office and Assessment Center; interpret and apply federal and state-mandated guidelines; recommend related policies, procedures and guidelines for the District.
- Provide input to the El Camino College Director of Admissions & Records for the scheduling of registration activities and the scheduling of telephone and in-person appointments for students to register for classes; meet with various campus divisions involved in registration activities; manage the registration process.
- Revise and edit related policies and procedures for class schedule and catalog copy; work closely with the El Camino College Director of Admissions and Records on the development of the production schedules, dates and deadlines based on the Center's calendar for the campus community.
- Supervise and evaluate the performance of assigned staff.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Serve as the Compton Community College District Registrar.
- Prepare and maintain accurate state and federal reports including student attendance accounting records, student permanent records, student residency, faculty grades and attendance records; registration and enrollment statistics and other records as assigned; participate in audits of records as assigned.
- Communicate with other administrators, personnel and contractors to coordinate activities, and processes, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the Admissions and Records Department and Assessment Center; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Provide professional development opportunities to assigned staff through conference attendance and training workshops.
- Maintain relevant knowledge of computer technology and systems as it relates to Admissions and Records operations and Assessment Center.
- Attend and conduct a variety of meetings as assigned; participate on assigned El Camino College and El Camino College Compton Center campus-wide committees.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the Admissions and Records Department.
- Applicable laws, codes, regulations, policies and procedures including Title V and Education Codes related to attendance accounting, residency, student and faculty rights, record-keeping and related matters.
- Basic college curricula.
- District organization, operations, policies and objectives.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping techniques.

ABILITY TO:

- Plan, organize and administer the processes and operations of the Admissions and Records Department.
- Plan, schedule and manage registration activities.
- Operate a personal computer with proficiency.
- Supervise and evaluate the performance of assigned staff.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Work confidentially with discretion.

MINIMUM QUALIFICATIONS

- Any combination in equivalent to: bachelor's degree in a related field and five years administrative student service experience, preferably in admissions and records, in an educational institution of which at least three years are in a supervisory capacity.
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.