

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
OCTOBER 2021

ASSOCIATE DEAN OF ADMISSIONS AND RECORDS
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR

POSITION OVERVIEW

Reports to the Dean of Enrollment and Support Services and may act for the Dean in his/her absence. Manages all Admissions and Records personnel including student workers. Works with administrators, faculty, students, other college personnel and the public and is the Admissions and Records liaison with district operations.; plans, supervises, coordinates and participates in the registration program for college credit students; maintains and compiles attendance reports; coordinates data processing services; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

- 1) Plan, organize and manage daily operations of the admissions and records office; coordinates and supervises the admissions and registration procedures in accordance with existing rules and regulations.
- 2) Establishes and maintains a complete system of accurate student records in accordance with State Education Code and Title 5 Regulations.
- 3) Supervises staff responsible for admissions, registration and records activities.
- 4) Coordinates staff development workshops and in-service training.
- 5) Conducts evaluations of assigned staff.
- 6) Collaborates with district operations to provide and evaluate data needed for local/state/federal reports.
- 7) Reviews and corrects data to ensure accuracy.
- 8) Recommends and evaluates automated processes in admissions, registration and records.
- 9) Directs the maintenance and issuance of all transcripts.
- 10) Certifies students for honors program eligibility and completion.
- 11) Ensures confidentiality, security and integrity of student records.
- 12) Directs document imaging processes.
- 13) Coordinates and supervises all on-campus and off-campus registration.
- 14) Interprets residency laws and regulations.
- 15) Adjudicates residency cases, student petitions and appeals with regard to enrollment rules and regulations.
- 16) Prepares statistical reports for administration on registration comparisons, activities, and trends.
- 17) Designs and implements accountability procedures for admissions, records, and registration.
- 18) Provides technical guidance to support staff in the student services area and across all campuses and sites.
- 19) Supervise the preparation and distribution of information to faculty regarding deadlines (e.g. census to purge rosters, final grade deadlines, incomplete, pass/no pass).
- 20) Oversee the collection and maintenance of rosters and grades from faculty.
- 21) Adhere to, and enforce the policy/procedures for course prerequisites and nonpayment drops.
- 22) Monitor changes requested to students' records, grade changes, and social security numbers, etc.
- 23) Verify process and respond to all requests made in conjunction with the Solomon Amendment and subpoenas.
- 24) Develop and coordinate the Admissions and Records sections of District publications including college catalogs, class schedules and websites.
- 25) Attend regional and state meetings as necessary.
- 26) Represent the college in local, regional, and state-wide meetings and committees; performs other duties as assigned.
- 27) Possess sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

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KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

- 1) Principles of modern record-keeping, systems analysis, and data processing applications.
- 2) Principles of staff organization, supervision and training.
- 3) College student registration, admissions and record keeping procedures.
- 4) California Education Code and Title 5 requirements for student residence, attendance, grading, testing and records.

Ability to:

- 1) Read, comprehend and apply a wide range of written materials having technical, legal and policy content.
- 2) Plan and organize complex records systems.
- 3) Organize and train assigned staff of full-time and student workers.
- 4) Cooperatively develop and plan data processing programs/systems.
- 5) Adapt to changing legal, policy and procedural requirements.
- 6) Prepare narrative and statistical reports and recommendations.
- 7) Participate in policy conferences.
- 8) Use professional judgment in staff, student and public contacts, apply legal and policy provisions to various problems, consistently and correctly.
- 9) Establish and maintain effective relationships with students, faculty, administrators, and other college personnel and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

Possess a California Administrative or Supervisory Credential authorizing service at the community college level or a Master's degree from an accredited college or university and one (1) year of formal training, or leadership experience reasonably related to this administrative assignment.

Board Approved: October 25, 2021