

STATE CENTER COMMUNITY COLLEGE DISTRICT
ADMISSIONS AND RECORDS MANAGER

DEFINITION

Under direction plans, coordinates, and implements admissions, registration, evaluations and permanent records functions on a campus.

DISTINGUISHING CHARACTERISTICS

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

EXAMPLES OF DUTIES

Duties include responsibility for all activities associated with the admission, registration and records of students; assisting in the long-term planning and the scheduling of registration and related functions; designing and distributing necessary forms and information sheets to carry out the registration processes; assisting in the planning of the student/instructor records and student academic record evaluation functions, coordinating the activities of the records and evaluations sections; developing and implementing systems and procedures relating to student records; making recommendations for staffing and budgeting; assisting in the development of reports relating to the operation of the admissions and records office. Performs other duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree in Information Management/Records systems, Business Administration or a related area.

Experience: Considerable experience in computer applications for designing records systems or business administration relating to management of large quantities of information and records.

Knowledge and Abilities: Knowledge of federal, state and local laws, regulations, and policies related to student records, information systems, admissions and registration. Skill to make decisions regarding student records, evaluations information, student admission and registration in accordance with pertinent provisions; supervise and coordinate the activities of personnel in areas of evaluations, admissions and registration records. Ability to assign, monitor, and evaluate the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.