



PALO VERDE COMMUNITY COLLEGE DISTRICT

EXECUTIVE DIRECTOR OF ADMISSIONS & RECORDS

NATURE OF THE POSITION

Under the supervision of the Dean of Student Services, the Executive Director of Admissions & Records plans, organizes, controls and directs the operations and activities of the Admissions & Records division; interprets, develops and implements policies and procedures consistent with State and federal laws and regulations; submits MIS data and apportionment reports to the Chancellor's Office; assists with reporting other enrollment data to State and federal agencies as required; trains, supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

1. Plans, organizes, controls and directs the operations and activities of the Admissions & Records division including data processing of student admissions, registration, records, evaluations and program completions; maintains and ensures Admissions & Records activities are in compliance with District, State and Federal requirements and meet required reporting timelines.
2. Participates in the development and implementation of District goals, objectives and priorities for assigned programs; leads the department in the creation, development and implementation of Student Learning Outcomes and Program Review.
3. Interprets and implements State and federal regulations governing admissions and records; maintains current knowledge of applicable regulations; develops and implements policies and procedures to comply with changes in regulations, laws and College needs.
4. Trains, supervises and evaluates the performance of assigned personnel and student workers; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions; develops work schedules to ensure appropriate staffing levels.
5. Oversees and coordinates admissions and registration procedures for on-campus students, incarcerated students, contract agencies and other various agencies; oversees data processing and verification of information on admissions applications, registrations, add/drop enrollments, withdrawals and other related personal student information.
6. Makes determinations on a variety of student petitions related to student registration, transcript evaluation and eligibility; oversees the compilation of mid-term deficiencies and notification to students.
7. Supervises residency determinations per State regulations; obtains, reviews and evaluates documentation from students not meeting State requirements; reviews and approves international student applications for admission; responds to inquiries and review correspondence of potential international students.

8. Prepares and distributes an Admissions and Records Submission Date Calendar for Faculty; calculates and prepares College academic calendar dates related to admissions & records and registration.
9. Reviews, maintains and updates the student information system for the areas that relate to Admissions & Records ensuring proper maintenance and confidentiality of student files and records.
10. Develops and prepares the annual preliminary budget for the Admissions & Records division; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
11. Supervises the classifying, purging and archiving of student records to comply with State and federal records retention policies.
12. Directs the processing and evaluation of transcripts and enrollment verifications to students with official requests; oversees the processing and distribution of grade reports (for incarcerated students only).
13. Directs the evaluation and certifying of student academic completions of degrees and certificates; verifies the status of ADT degrees for transfer students within specified timelines.
14. In coordination with the Dean of Research, Planning, and Institutional Effectiveness researches, compiles and maintains statistics on enrollment and student characteristics;
15. Provides technical expertise, information and assistance to the Dean of Student Services, faculty, personnel and students regarding assigned functions; serves as District PDSO and Student and Exchange Visitor Information System (SEVIS).
16. Directs data collection and organization; ensures accuracy of data for internal and external reports and responds to audit requests.
17. Manages the processing of various forms; maintains records handbooks, forms, registration documents and files related to personnel and Admissions and Records activities; reviews and submits District, State, and Federal reports within required timelines.
18. Communicates with other administrators, personnel, students and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchange information.
19. Serves as liaison for Admissions and Records to other departments and personnel, governmental agencies, financial institutions and other colleges and universities.
20. Researches, sets-up, configures, and enhances new and existing system functionality; understands data mapping and process flows to deliver efficient solutions related to functional areas; analyzes and troubleshoots errors and system defects; partners with IT and Research departments to resolve student information system issues related to system upgrades, and enhancements.
21. Serves as system operator responsible for all maintenance and backup procedures of annual reports; ensures system maintenance agreements are regularly updated.
22. Attends and conducts a variety of meetings and trainings as assigned; serves on various committees as assigned.
23. Creates a welcoming and inclusive work and educational environment; implements, supports, initiates, and participates in activities to increase the diversity, equity, and promotes a culture of inclusiveness, respect, and belonging; serves as an advocate of diversity, equity, inclusion, accessibility, and culture.
24. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization and direction of College District Admissions & Records division.
2. Educational Code, Title IV, Title V and Family Education Rights and Privacy Act (FERPA) regulations.
3. Applicable computer operations, utilization and data processing retrievals.
4. Federal and State regulations relating to the admission and registration of college students.
5. California Community College State reporting mandates.
6. Oral and written communication skills.
7. Principles and practices of administration, supervision and training.
8. Applicable laws, codes, regulations, policies and procedures.
9. Interpersonal skills using tact, patience and courtesy.
10. Operation of a computer and assigned software.
11. Arithmetic computations.

ABILITY TO:

1. Plan, organize, control and direct the operations and activities of the Admissions & Records division.
2. Supervise and evaluate the performance of assigned personnel.
3. Analyze, evaluate and review applications or complaints related to Admissions & Records services and procedures.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Maintain confidentiality of student records.
10. Meet schedules and timelines.
11. Work independently with little direction.
12. Plan and organize work.
13. Perform arithmetic calculations quickly and accurately.
14. Direct the maintenance of a variety of reports, records and files related to assigned activities.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in a related field from an accredited college or university.
2. Three (3) years of progressive responsibility in the administration of an admissions and registration program in a post-secondary education environment involving frequent public contact.
3. Demonstrated sensitivity to and understanding of the diverse academic, ethnic, racial, age, nation origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic background of students, faculty, administrators and personnel.

PREFERRED QUALIFICATIONS

1. Knowledge of Admissions & Records, and basic programming.
2. Supervisory work experience.
3. Documented work experience with Rising Scholar population or equivalent initiative.
4. Demonstrated experience with the implementation and integration of new technologies into the admissions, registration, and records processes.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without reasonable accommodation.
3. This position conducts routine visits to all service locations, including California Department of Corrections and Rehabilitation (CDCR) facilities, Palo Verde College's Needle Center, and local high schools.

CLASSIFICATION/SALARY

1. This is a Classified Management position.
2. Row 8 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The district offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.