

DIRECTOR OF ADMISSIONS, RECORDS AND ASSESSMENT - CC**DEFINITION**

Under general administrative direction, plans, organizes and directs the activities and operations of the Columbia College Admissions and Records office including the coordination of prospective student assessment/testing procedures; assures that all aspects, services and functions of the admissions and assessment components are carried out in accordance with federal, state, district/College laws and policies and procedures including responsibility for the maintenance, accuracy and confidentiality of student records; liaises with local District high schools, and ensures compliance with state mandated matriculation program requirements including adherence to all of the rules and regulations related to student athletic eligibility and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Columbia College Vice-President – Administrative Services.

Provides direct supervision to admissions staff as well as other administrative support staff and work-study students, as assigned.

EXAMPLES OF DUTIES

- Plan, direct, manage and oversee the activities and operations of the Columbia College Admissions and Records office including the coordination of prospective student assessment/testing procedures; develop, coordinate and evaluate the admissions and assessment programs and ensure compliance with federal and state legislation, State education code and District Board policy.
- Implement criteria, supervision and evaluation of all full and part-time classified staff;
- Plan, organize and supervise records and registration processes; set operational hours; meet periodically with staff to review organizational issues, changes to operational policies, state law as well as individual performance and assignment progress.
- Establish and implement a process for systematic program review and the utilization of results and recommendations to strengthen related programs.
- Participate in the annual matriculation plan, as relates to admissions and assessment procedures, in conjunction with the matriculation advisory committee, counseling staff, students and college administrators.
- Review and assist in the publication and coordination of college materials that are used for registration, orientation, student information and student outreach including the catalog, class schedule, website, student outreach and other public relations documents.
- Interpret and disseminate state and federal mandates, rules and guidelines regarding matriculation activities, particularly regarding student eligibility for admissions and assessment.
- Administer student assessment tests to determine math and English placement; evaluate test scores from other institutions to determine placement
- Receive and process all academic requirement review petitions.

- Coordinate with faculty and staff regarding prerequisites and cut scores for test evaluation.
- Confer with instructional staff on prerequisites, grading policy and clarity of information in student records; adjust information, as necessary.
- Supervise the maintenance and storage of official college records and component reports required by federal, state and local programs, assuring accuracy and confidentiality of student records.
- Serve as the liaison to the State Chancellor's office for matriculation related matters such as admissions and records and assessment.
- Serve as the liaison to the Oakdale Region Center; coordinate facility usage and assist instructors in classroom assignments, media and technology needs; class scheduling; provide outreach to prospective students; and network with local high school on transition issues for their students.
- Foster and maintain high standards of service by providing opportunities for professional growth and development of staff in areas supervised.
- Assist in the budget planning and development, expenditure monitoring, and quarterly and year-end reports including applicable portions of the District's annual Educational Master Plan.
- Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours as Night Administrator.
- Travel to other District facilities including the Oakdale Center required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Practices and procedures necessary to administer an effective college Admission and Records office.
- Applicable state, federal and District laws, regulations and policies relating to college matriculation and admissions
- District organization and functions including student services, financial aid, curriculum and applicable administrative guidelines.
- Student assessment practices; statistical methods in assessment; assessment processes.
- Educational programs and organizations; records management techniques
- Proper office methods and practices including filing systems, letter and report writing
- Computers, data analysis and processing, and word processing programs
- Public and human relations skills.

Ability to:

- Ability to coordinate, plan and organize work effectively.
- Conduct assessment activities; gather, analyze and interpret test results
- Ability to manage, supervise and motivate assigned staff.

- Problem solver, astute at using good judgment in analyzing situations.
- Manage assignments and projects under time pressure
- Maintain the security and confidentiality of specified records and information
- Understand and independently carry out oral and written instructions
- Compile and maintain accurate and complete records; gather, compile, and assemble source data
- Prepare reports; operate a variety of office machines and technological equipment including the typewriter and the computer
- Communicate effectively in both oral and written form
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- **Education:** Bachelor's degree in education administration, social work, social services, business administration or a related field; psychology, research, computer science, statistics, psychometrics, test and measurements or the equivalent.
- **Experience:** Three years of increasingly responsible administrative experience in a community college setting administering/monitoring admissions and/or college placement testing with one year of lead or supervisory experience preferred.