

**Director of Admissions and Records**

**DEFINITION**

Under the direction of the Dean of Admissions and Records, implements, coordinates and directs the admissions, registration and record keeping operations of the college's Admissions and Records Office. Duties include, but are not limited to training, supervising, and evaluating Admissions and Records staff and statistical records and reports.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Dean of Admissions and Records.

Supervises technical and support personnel.

**EXAMPLES OF DUTIES**

Develops and implements technology related procedures within the Admissions and Records Office.

Interview prospective high school students and parents for admissions and registration.

Review and approve or deny student appeals related to admissions, registration, and residency.

Train and conduct presentations on the usage and submission of Admissions and Records technology applications.

Maintains instructional information related to applicable online applications.

Update and revise the class schedule pertaining to all areas of admissions, records, and registration and general college rules and regulations.

Create and implement admissions and registration calendar for the college.

Establishes census dates for the collection of apportionment for the college.

Review and approves changes/updates in the college catalog and student handbook, and class schedule.

Interprets and implements college policies and procedures and state and federal regulations.

Organize and provide admission procedures which are coordinated with various student services and registration procedures.

**Class Description**  
**Director of Admissions and Records**

**EXAMPLES OF DUTIES (Continued)**

Hires, trains, supervise and evaluate staff, temporary support staff and student assistants in Admissions and Records. Coordinates day-to-day activities in areas of responsibilities.

Assists with the establishment, documentation, implementation, and maintenance of new office procedures.

Provide for the collection, maintenance and administration of student records in accordance with adopted policies including graduation requirements, certification of general education to the California State University System, grading policies, non-resident regulations in inter-district policies.

Prepare accurate and comprehensive reports on student enrollment as requested by Administrative staff.

Attend and participate in campus committees as assigned.

Receive, review, and resolve student complaints and related situations requiring critical analysis.

Performs other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Immigration laws and regulations.

Education code, Title 5, Attendance Accounting, Residency, FERPA, and policies and procedures and administrative regulations of Glendale Community College that are critical to making decisions to waive rules and regulations that affect students and their records.

Computerized systems, software applications that apply to general office operations, records, management systems and emerging technological systems to enhance student services.

Local, state and federal laws applicable to the area of responsibility.

General education breadth requirements, California State University, General Education (CSU, GE) and Intersegmental General Education Transfer Certification (IGETC) requirements and articulation agreements between colleges and universities.

**Class Description**  
**Director of Admissions and Records**

**QUALIFICATIONS (Continued)**

**Knowledge of:**

College academic records system relating to grading, probation/dismissal status, units, honors, awards and grade point average.

Basic principles of supervision.

Computer and record keeping technologies in relation to admissions and Records procedures and automated accounting practices.

Online enrollment procedures.

Modern office practices, including business correspondence, filing, typing and various office equipment.

**Ability to:**

Work with a diverse student population to help resolve their academic problems in relation to admissions and records policies and procedures.

Work effectively with students, staff, faculty, department chairs, administrators, and on college committees.

Analyze and determine workload distribution in a large office setting of high volume and complex records systems.

Demonstrate sensitivity to and respect for a diverse population.

Define problems and make decisions in waiving college policy/ procedures.

Learn and apply new technology.

Interpret and apply rules, regulations and policies governing record keeping, admissions and registration.

Train and supervise subordinate personnel and coordinate registration procedures.

**EMPLOYMENT STANDARDS**

**Minimum Requirements:**

A Bachelor's degree in business management or public administration or related field and two years of experience in admissions and records.