

**ASSISTANT DIRECTOR, ADMISSIONS AND RECORDS**

**DEFINITION**

Under administrative direction, assists in planning, organizing, managing, and providing administrative direction and oversight of major functions and activities of the Admissions and Records Department, including international student admissions and support services and other student services; assists in coordinating assigned activities with other District departments, divisions, outside agencies, and the public; provides highly responsible and complex professional assistance to the Dean, Enrollment Management in areas of expertise; acts as the Dean, Enrollment Management in his/her absence.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Dean, Enrollment Management. Exercises direct and general supervision over assigned staff.

**CLASS CHARACTERISTICS**

This is an Assistant Department Director classification in the Admissions and Records Department. The incumbent oversees, directs, and participates in major activities and programs of the Admissions and Records Department, including international student support services, and is responsible for providing professional-level support to the Dean, Enrollment Management in a variety of areas. Assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other District departments and divisions. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Dean, Enrollment Management in that the latter has overall responsibility for all admissions, registration, enrollment, student records, attendance, and graduation programs, functions, and activities and for developing, implementing, and interpreting public policy.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Assumes management responsibility for major admissions and records programs, services, and functions, including international student visa program, admissions, registration, enrollment, student records, attendance, and graduation.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, materials, and supplies; monitors and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Dean.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Dean; directs the implementation of improvements.
- Manages the international student visa program, including serving as Primary Designated School Official (PDSO); serves as primary point of contact for the Department of Homeland Security (DHS)

- concerning compliance issues and system alerts; develops and implements recruitment strategies and marketing materials regarding the international student services program.
- Enrolls immigrant students and issues Certificates of Eligibility, Forms I-20; prepares, maintains, and monitors student records and documentation for international students in accordance with DHS and District policies, procedures, rules, and regulations; monitors students F-1 visa status, retention, and academic progress; verifies international student enrollment and updates enrollment information in Student Exchange Visitor Information System (SEVIS).
  - Oversees and participates in reviewing and processing Petitions for Exceptional Action, Academic Renewal Petitions, and Residency Reclassification requests in accordance with District policies and procedures and State and Federal rules and regulations.
  - Oversees and participates in reviewing and processing instructor grade changes, enrollment verifications, and transcript requests.
  - Responds to requests for information and advises students, faculty, staff, visitors, and other District departments of District admissions and records policies and procedures.
  - Serves as a liaison for the department with other District departments, divisions, and outside agencies; attends meetings in various locations; serves on various committees and task forces; participates in community events and workshops that provide information regarding departmental programs, projects, and services.
  - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of admissions, records, and enrollment and other types of student support services as they relate to the area of assignment.
  - Maintains and directs the maintenance of working and official departmental files.
  - Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
  - Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
  - Acts as the Dean, Enrollment Management in his/her absence.
  - Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
  - Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
  - Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of admissions and records program development, implementation, and management at an institute of higher learning.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Admissions and records rules and procedures of the District.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to admissions and records operations, including Title V regulations and California Education Code.

- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

**Skills & Abilities to:**

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of assigned personnel.
- Select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of admissions and records programs and administrative activities.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Master's degree from a regionally accredited college or university and four (4) years management or administration experience with student admissions, registration, or related functions.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, Student Exchange Visitors Program training certificate for Primary Designated School Official issued by United States Immigration and Custom Enforcement.

- Must be either citizen or legal permanent resident of the United States and be able to provide appropriate documentation of status.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.