

Director, Admissions & Records
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the supervision of Vice President, Students Services, the Director, Admissions & Records or assigned supervisor, is responsible for admissions, registration, enrollment, graduation evaluation, and record services for a diverse student population. Directs and prepares mandated reporting of student information to ensure compliance with all regulations governing aspects of Admissions and Records, International Students, and Veteran programs.

Serve as College Registrar.

Examples of Duties

1. Act as liaison between District and external agencies including federal and state auditors.
2. Lead a team that provides exceptional service to prospective and current students, collaborating closely with faculty to facilitate seamless transitions and accurate record-keeping.
3. Maintain a high degree of collaboration between the College and district office stakeholders including student services, faculty, administration, institutional research, technology, students, and a wide variety of committees.
4. Provide managerial direction including planning, goal setting, implementation, coordination, evaluation and accountability for admissions, dual/concurrent enrollment, registration, assessment, records maintenance, and awarding of certificates and degrees.
5. Coordinate use of technology for telephone and web admissions, registration, grade reporting, student records, and other applications.
6. Coordinate campus-wide efforts to maximize the effectiveness of the Student Information System (SIS) and serve as liaison with District-wide SIS Committees. Implementation lead for updates/upgrades to the Student Information System. Consults and collaborates with district information technology department to provide technical expertise to ensure the Student Information System (SIS) is functioning with accuracy.
7. Plan, organize, and direct the activities of all appropriate service operations, and allocate personnel and resources to optimize departmental efficiency and effectiveness.

Example of Duties (continued)

- 8.Hire, train, schedule, supervise, and evaluate the work performance of assigned personnel.
- 9.Plans, organizes, implements, and administers the department and staff through subordinate managers and supervisors.
- 10.Prepare, submit, and monitor the annual budget for admissions and records.
- 11.Act as a liaison to the District to develop and implement district-wide standards of operation for admissions and records, and fraudulent applications.
- 12.Recommends technical updates and implementation to create efficiency in processes. Investigates, troubleshoots, streamlines, and resolves data issues to assure data integrity related to MIS submission, State apportionment 320 report, and other critical state and federal audits by mandated deadlines.
- 13.Prepare and submit the appropriate sections of the college catalog and provide technical expertise and information to administrators, faculty and students, and advise academic personnel on issues related to course offerings and scheduling.
- 14.Coordinates the development of the academic calendar, priority registration schedule, and important dates calendar with the appropriate administrators at colleges within the district.
- 15.Serves as the compliance officer and Primary Designated School Official for the Student and Exchange Visitor Program (SEVIS).
- 16.Provides staff professional development training to enhance skills, adapt to new work situations, and to effectively and efficiently assist students and staff from diverse backgrounds with sensitivity and inclusivity awareness.
- 17.Design and publish reports from the student database related to admissions and enrollment, and others as required by law.
- 18.Direct and monitor the college record keeping process concerning deadlines, student attendance, transcripts, grades, grade changes, residency, veteran and athletic eligibility, foreign student admission, probation, disqualification, readmission, and compliance with Federal FERPA requirements.
- 19.Ensures institutional compliance with federal, state, and local regulations, California Community College Chancellor's Office mandates, and other applicable rules and regulations.

Examples of Duties (continued)

20. Direct the evaluation and certification of student records for enrollment verification, transcripts, transfer credit, credit by examination, degree and certificate eligibility, and subpoenas/records requests.
21. Supervise the processing of veterans' entitlements and educational benefits, and reporting to state and federal agencies. Serves as the compliance officer for the Department of Defense Voluntary Education Partnership Memorandum of Understanding (MOU), Department of Defense VolEd Compliance Portal, and Army Ignite Tuition Assistance Portal.
22. Serve as the Student Information System (Banner) Coordinator for the college.
23. Supervise the processing of athletic eligibility and reporting to state and national agencies.
24. Maintain communication and coordinate services with the areas of Student Services, Instruction, and Finance and Administrative Services on all matters that relate to the Admissions and Records function.
25. Interprets complex State and Federal laws, regulations, and statewide initiatives regarding student records and grading in accordance with California Community Colleges Chancellor's Office mandates, and compliance with Title 5 and the State Education Code.
26. Assist commencement committees and activities as needed.
27. Serve as the implementation lead for state and federal regulations/policies related to Admissions and Records.
28. Serve on the college's Enrollment Management Committee.
29. Assist in the coordination of community outreach activities and student recruitment.
30. Plan and coordinate research projects related to areas of responsibility, and prepare a variety of research related reports.
31. Participate in shared governance through service on planning and/or operations committees and task forces.
32. Responsible for the coordination of a variety of student petitions, including residency reclassification, AB540 affidavit, and California Promise Grant/Priority Registration appeal.
33. Perform other position-related activities as assigned.

Minimum Qualifications

- Master's degree from an accredited educational institution.
- Two years' experience within the last four years related to admissions and records, assessment, and matriculation, including management or educational program administration experience in a college or university.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Applicable federal, state and local laws, rules and regulations, including the Family Educational Rights and Privacy Act and California Education Code and Administrative Code provisions related to community college admissions, registration, attendance accounting and recordkeeping.
- District student recordkeeping practices, procedures, and systems for processing and maintaining student information.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Computer software applications and the ability to apply administrative technologies.
- Commitment to the California Community College mission.
- Principles and practices of administration, supervision, and training.

Ability to:

- Plan, organize, manage, assign, delegate, review and evaluate the work of a large admissions and records department and its operations.
- Develop and implement appropriate procedures and controls and ensure the accuracy and security of student records.
- Analyze and make sound recommendations on complex admissions and records issues.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Select, train, and evaluate staff.
- Interpret laws, rules and regulations, and formulate clear procedures and handle complex and sensitive issues.
- Establish and maintain effective working relationships and communicate effectively both orally and in writing.

Knowledge and Abilities (continued)

- Prepare clear and concise reports.
- Apply collaborative decision-making processes.
- Plan and organize work to meet changing priorities and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze situations accurately and adopt an effective course of action.
- Foster a culture of continuous improvement, and contributing to institutional set standards for student access, retention, persistence, and completion.
- Demonstrate sensitivity to persons of diverse academic, socioeconomic, cultural, disabled, and ethnic backgrounds.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3

Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approvals

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

Final 10/2024