



ASSOCIATE REGISTRAR, ADMISSIONS AND RECORDS

SALARY GRADE: [C4-59](#)

DEFINITION:

Under the direction of an assigned supervisor, plan, organize and direct the day-to-day operations of the Admissions and Records office to assure state and federal policies and procedures are met; train, assign, and supervise assigned personnel.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Plan, organize and direct the day-to-day operations of the Admissions and Records office to assure the compliance of state and federal policies and procedures.
2. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
3. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
4. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
5. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
6. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
7. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
8. Provide information to students, faculty, and staff on issues regarding residency, academic petitions, evaluations and other issues; coordinate Admissions and Records correspondence from students.
9. Compile and verify information; prepare and maintain records and reports; assure compliance with federal, state and District laws, regulations, and policies; provide information to auditors and for budget input; complete data for FTES State report.
10. Coordinate requests for computer system access of student records; assign and enter screens, individual operator numbers and passwords for computer system access; review and maintain access list.
11. Receive and provide information to staff, students and outside organizations regarding admissions and records policies and procedures.
12. Monitor and provide budgetary input.
13. Attend state, local and national conferences for Admissions and Records officers and computer system users.
14. Operate a computer, scanner, microfiche and other office equipment as assigned.

15. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Admissions and records policies and procedures.
2. College residency laws and procedures
3. District organization, operations, policies, and objectives.
4. Operation of a computer and other office equipment.
5. Principles of training and providing work direction.
6. Oral and written communication skills.
7. Record-keeping techniques.
8. Interpersonal skills using tact, patience, and courtesy.
9. Federal, state and local laws and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Oversee the day-to-day operations of the Admissions and Records office to assure state and federal policies and procedures are met.
3. Interpret, apply and explain Admissions and Records rules, regulations, policies, and procedures, state and federal regulations.
4. Train, supervise and evaluate personnel.
5. Meet schedules and time lines.
6. Communicate effectively both orally and in writing.
7. Establish and maintain cooperative and effective working relationships with others.
8. Maintain records and prepare reports.
9. Work independently with little direction.
10. Operate a computer and assigned office equipment.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in business or related field.
2. Four (4) years responsible experience in a college Admissions and Records office.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

Date Approved: February 1, 2000; Revised: February 2008; October 2012

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