



**DEAN, ADMISSIONS AND RECORDS**

**DEPARTMENT:** Admissions and Records

**COLLEGE:** De Anza

**SALARY GRADE:** [A2/A3 - I](#)

**POSITION PURPOSE:**

Reporting to the Associate Vice President of Student Services, provides leadership, directs and coordinates the functions of student admissions, permanent records, transcripts, registration, graduation and transfer, attendance accounting, Assessment, Veteran Services, the Banner Student Information System and ancillary programs.

**NATURE and SCOPE:**

This position is responsible for policy, procedural, supervisory and budgetary decisions, training of staff in all aspects of admissions and records enrollment management, working closely with District Information Services managing Banner issues and improvements, recommending objectives for program improvements, preparing State, federal and other requested and required reports, consulting with management, faculty, staff, parents, students and/or the courts and other legal entities concerning confidential information, developing budget recommendations and administering the Admissions and Records budget, researching, recommending, implementing and improving online student services, and preparing state attendance reports.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Responsible for formulating and implementing Admissions and Records, Graduation/Transfer, Assessment, and Veteran Services goals and objectives.
2. Develops and monitors admissions and records, assessment processes which include communication between potential and current students, instructional and student services faculty, staff and administrators.
3. Oversees the admissions and records processes, the implementation and evaluation of student records and resolves problems incurred by students in a timely and accurate manner.
4. Monitors enrollment trends and engages in program development pertinent to student and community needs and consistent with college/district master plan goals; supports curricular and program articulation with high schools, colleges and universities.
5. In conjunction with Foothill College and district technology staff, serves as lead for Banner student technology review, upgrades, and implementation of new applications for De Anza College.
6. Provides leadership in strategic planning and integrated approaches to serving Basic Skills and other targeted populations.
7. Evaluates and provides professional development opportunities for department supervisors, evaluators, and other staff.
8. Collaborates with other Student Services managers to meet new college and state-wide initiatives, such as SSSP.
9. Coordinates and supervises the development and management of the budget for all Admissions and Records departments.
10. Oversees program review, Service Learning Outcomes, Equity and other department and division reports.

11. Oversees integrated service provision for a large, diverse student population, with special attention to communication and technology enhancements.
12. Coordinates the preparation of College, State and federal reports in collaboration with appropriate staff and offices.
13. Recruits, interviews, hires and trains staff in collaboration with department supervisors.
14. Oversees annual external audit related to enrollment and serves on the district enrollment management committee.
15. Serves on District and College committees, including Banner Student, DegreeWorks, Student Success Task Force implementation and others as assigned.
16. Represents the college at regional, State and national conferences and/or meetings.
17. Supports and promotes compliance with the District's Diversity and Equal Opportunity Plan.
18. In collaboration with Foothill College, establish deadlines, calendar dates and reporting requirement dates as required by State law and District policy.
19. Performs related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Current technologies to improve delivery of enrollment services.
2. Mission and goals of community colleges.
3. Regulations governing community colleges as they relate to student attendance accounting, 320 reporting, audit requirements, Title 5 and Student and Success Programs and Services.
4. California community college residency regulations, including types of visas.
5. Enrollment management and comprehensive service delivery.
6. Principles of leadership, management, and supervision.
7. Standards and practices of higher education organization and structure.
8. Computer software including, MS Word, Excel and Outlook and student information systems such as Banner, Datatel.

### **Skills and Abilities:**

1. 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. Ability to interpret and apply rules, regulations, policies and procedures.
3. Communicate effectively both orally and in writing.
4. Team building, decision-making, and leadership experience.
5. Train, assign, supervise, evaluate and develop staff.
6. Ability to problem-solve, handle difficult and sensitive issues, and resolve conflicts.
7. Ability to work effectively with campus staff, faculty, administrators, and students in a cooperative, open, and responsive manner.
8. Demonstrated commitment to academic and professional excellence.
9. Supportive of a multicultural environment, and demonstrated ability to work with academically and culturally diverse students, faculty and staff.

### **Education and Experience:**

1. Master's Degree.
2. One year of administrative experience, formal training, internship or leadership in any related field.

Preferred Qualifications:

1. Successful experience in managing a large, complex office responsible for a diverse student and/or instructional support population.
2. Knowledge of current and emerging technologies, and leadership in Student Information Systems implementation.
3. Title 5, Attendance Accounting, Veterans regulations, and other Chancellors' office advisory expertise as they relate to student attendance accounting, residency, AB 540/Deferred Action, and other rights and responsibilities under SSSP.
4. Four years in Admissions and Records, or related enrollment services department, and one year of supervisory experience.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

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Creditable Service: PERS