



JOB DESCRIPTION

JOB TITLE: Assistant Director – Admissions & Records	FLSA: Exempt
Department Admissions	Date: 03/19/2019
Security Sensitive: Yes	Grade: C-43
Reports To: Director of Admissions/Registrar	

Job Summary

The Assistant Director of Admissions and Records reports to the Director of Admissions/Registrar and supervises classified staff within the office. The Assistant Director assists the Director of Admissions/Registrar in policy interpretation and development, accreditation and compliance, budget development, and monitoring of office expenditures. The Assistant Director has specific responsibility for coordination of application processing, the admission process (including foreign student admissions), evaluation and articulation of transfer credit, graduation processing, customer services, and admissions support services to other programs and areas.

Essential Functions

- Represents the College and disseminates appropriate information about the College to prospective students and other interested parties;
- Coordinates with the Director of Admissions/Registrar to ensure compliance with federal and state regulations regarding international student admission;
- Collaborates with the Director of Admissions/Registrar to provide appropriate data for purposes of reporting, institutional research, and institutional effectiveness;
- Coordinates with the Director of Admissions/Registrar to develop and oversee office budget and expenditures;
- Works to maintain the integrity of the student database (from admission to permanent records) in order to ensure complete accuracy for local records, as well as state, and federal reporting;
- Works in partnership with Director of Admissions/Registrar to report data to the Texas Higher Education Coordinating Board, the National Student Clearinghouse, and other appropriate reporting entities;
- Collaborates with the Director of Admissions/Registrar to ensure compliance with the Family Educational Rights and Privacy Act (FERPA), as amended;
- Assists the Director of Admissions/Registrar to ensure compliance with external standards set by accrediting, regulatory, state, and/or federal agencies/entities;
- Collaborates with the Director of Admissions/Registrar to interpret and enforce federal, state, and local rules and regulations;
- Processes changes in admissions and student records, as required and appropriate;

- Creates and maintains transfer course equivalency tables;
- Ensures compliance with State of Texas, American Council on Education, and Galveston College policies regarding course transfer and equivalencies;
- Maintains Core Curriculum equivalencies in student information system;
- Evaluates transcripts for course equivalency and articulates transfer credit as appropriate;
- Evaluates credit by exam, credit by experience, and petitions for equivalencies/substitutions in certificate/degree programs;
- Evaluates certificate/degree requirements, maintains graduation database, and posts academic credentials;
- Collaborates with the Director of Educational Services, Student Success Advisor for Dual Credit, and service area high schools to admit and register students in dual credit courses;
- Maintains ongoing contact and good public relations with students and staff;
- Supervises classified staff and promotes a team-focused environment;
- Assists the Director of Admissions/Registrar in personnel decisions, including hiring and evaluation of employees;
- Develops and maintains a quality student-centered customer service model;
- Collaborates with the Director of Admissions/Registrar to accomplish the tasks and goals of the Admissions and Records Office;
- Supervises all staff in the absence of the Director of Admissions/Registrar
- Works on institutional standing and/or ad hoc committees, as assigned;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Performs all other duties as assigned.

Minimum Education, Skills and Ability

- Bachelor's degree in student services, business, education, a teaching field currently offered by the college, or a closely related area;
- Demonstrated knowledge and skills in the use of integrated software systems and Microsoft Office applications;
- Demonstrated ability to lead and manage staff;
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, and the public;
- Ability to work effectively within an ethnic, cultural and socially diverse student population;
- Ability to work collegially and collaboratively;
- Demonstrated excellent written and verbal communication skills; demonstrated strong interpersonal skills;
- Strong customer service orientation and ability to work with a committee or a team;
- Excellence in providing and modeling quality customer service;
- Ability to think "outside the box" and to lead and manage change, as well as the recruiting and admissions processes of the College.

Preferred Education, Skills, and Abilities

- Masters degree in student services, education, business, or a closely related field;
- Bilingual (English/Spanish)
- Experience in a community college setting working with student admissions, student advisement, student support services, and/or student records;
- Knowledge and strong skills in the area of integrated software systems, particularly Ellucian Colleague, and Business Intelligence Tools, such as Business Objects and Zogotech.

Work Environment

- Work primarily, but not exclusively, in a climate-controlled environment with minimal safety/health hazard potential or work hazards. The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Ability to meet a flexible work schedule, including some evenings and/or weekends;
- Ability to work under stress;
- Ability to travel to recruit and/or participate in meetings, conferences, and other related activities; and,
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date