

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Academic Records & International Admissions	Management Team Management	Range: 13.5 Days: 224

JOB DESCRIPTION:

Under general direction, the Director, Academic Records and International Admissions is responsible for the coordination, management and operations of academic records and International Student Admissions; receives and hears appeals from students to waive college rules and regulations with the authority to make exceptions to college policies and procedures; plans, develops, coordinates and implements District-wide policy and procedure in conjunction with the Director, Admissions & Enrollment Services; supervises designated staff; provides direction and implementation of new technology; prepares and monitors budget compliance for the department.

SCOPE:

The Director, Academic Records & International Admissions, provides administrative leadership, direction and policy development in those areas of responsibility for all constituent segments and locations of the District, and under the general direction of the Vice President, Student Services, has major responsibility for interpretation and implementation of these policies and procedures, including selection and evaluation of classified staff and program budget development and monitoring. In coordination with the Director, Admissions & Enrollment Services prepares, recommends, and implements the District-wide goals and objectives for the Admissions, Records & Enrollment Development department; plans, directs and evaluates the areas of international admissions, athletic eligibility, records, rosters, evaluation and graduation services and catalog production; adjudicates student petitions; organizes, plans and directs the administration of the International Admissions Program. Authority to adjudicate student petitions for waiver of college rules and regulations. Functions as an expert computer technical person in Records and International Admissions as it relates to student records. Assists with coordination of annual commencement ceremony.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Participate in educational planning and policy development in conjunction with academic deans, faculty and college administrators.
2. Under the general direction of the Vice President, Student Services develops, monitors and evaluates staffing needs, area budget, the budgeting process, including facilities and equipment planning.
3. Interprets, coordinates and implements all Board policies, pertinent requirements of Title V, the California Education Code and Federal regulations that affect the admission, enrollment, matriculation, grading and attendance accounting practices of the District.
4. In coordination with the Vice President, Student Services, prepares, monitors and evaluates departmental goals and objectives; assists with Student Services Component planning and development.
5. Schedules and chairs appropriate managerial meetings to coordinate the key resources of the college associated with enrollment, records, attendance and matriculation functions.

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6. Establishes, through a coordinated process with appropriate college managers, International outreach, marketing and recruitment strategies based on statistical data, input, and the goals of the college.
7. Supervises assigned personnel in the collection, processing, maintenance, and dissemination of data and information related to student records, grading, graduation, certificate, transfer requirements and athletic eligibility.
8. Directs International Admissions; develops and implements goals and objectives for the program and represents the college in professional organizations concerning international students.
9. Prepares, maintains and stores all student academic records, provides for the security and confidentiality of these records, and supervises the release of student information contained in the files; resolve breaches of security if needed.
10. Adjudicates student petitions for waiver of college rules and regulations; receives and hears appeals from students, and has the authority and responsibility to make exceptions to college policies and procedures in individual cases that affect a student's academic record.
11. As a representative of the College, participates in and attends professional associations.
12. Responsible for the overall editing and publishing of the College Catalog and supplement to the catalog; and for the registration and general information portion of the Schedule of Classes, the annual graduation program, and other department publications.
13. Working with Computing Services and outside vendors/agencies, coordinates the development, modification and evaluation of computer applications in all areas of assignment including technological innovations, updates and changes to SRJC's student record system, optical imaging and degree audit program.
14. Serves on college standing and ad hoc committees as required.
15. Prepares reports as needed for presentation to the Board of Trustees.
16. Receives, reviews and facilitates resolution for student, faculty or staff complaints.
17. Performs other duties as assigned by the Vice President, Student Services.
18. Resolves complex problems identified by instructional deans, department chairs, faculty, staff and students pertaining to student's academic record, grades, rosters, and international admissions.

KNOWLEDGE OF:

1. Key operations of a fully integrated Admissions and Records office including admissions, records, attendance accounting, requisition, and matriculation functions.
2. Staff hiring, supervision and evaluation procedures.
3. Student Services programs.
4. Federal laws, regulations, and other legal parameters that affect the policies and practices of the Admissions, Records, Enrollment Development attendance operations and research operations of the District.

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5. Budget processes.
6. Education Code, Title 5, Attendance Accounting, Residency, California Commission on Athletics, FERPA, and the policies and procedures of SRJC that are critical to making decisions to interpret rules and regulations that affect students and their records.
7. Computerized systems, software applications that apply to general office operations, records management systems, and emerging technological systems to enhance student services.
8. Modern office practices, including business correspondence, filing, typing, and operating various office equipment, and current technology applicable to daily office functions.
9. Computer and record maintenance technologies in relation to Admissions, Records & Enrollment Development procedures.
10. General education breadth requirements, California State University, General Education (CSU, GE) and Intersegmental General Education Transfer Certification (IGETC) requirements, and articulation agreements between colleges and universities.
11. College academic records systems relating to grading, probation/dismissal status, units, honors, awards, and grade point average.

ABILITY TO:

1. Plan and organize large, complex tasks; supervise the work of assigned staff.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Lead, manage and instruct various personnel in order to accomplish the established goals of the department.
4. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
5. Communicate clearly, both orally and in writing.
6. Advocate for the District's programs and services.
7. Effectively advise international students concerning cultural and social adjustment, expectations of their status as international students, and resolving individual problems with the United States Immigration Office.
8. Learn and apply new and innovative methods of records management and access.
9. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Education:

A Bachelor's degree or equivalent, in related field.

Experience:

Progressively responsible experience directing and overseeing an Admissions & Records function in an educational organization.

SUPERVISION RECEIVED:

The Director, Academic Records & International Admissions reports to the Vice President, Student Services.

SUPERVISION EXERCISED:

The Director, Academic Records & International Admissions supervises assigned classified staff, STNC's and student employees.

Under general direction of the Vice President, Student Services provides direct management of the department's activities including supervision of the Admission, Records & Enrollment Development Department's classified staff, STNC's and student employees.

Board Approved: 04/11/06