

Supervisor, Admissions & Records

FLSA Status: Exempt

Pay Grade: 15

Job Title ID: 12102

Job Series/Job Family: Student Support & Success Series / Admissions Family

Reports To

Director, Admissions and Records

Job Purpose

To supervise and administer the daily operations of a Campus Admissions and Records Office.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supervises, trains, and evaluates assigned staff; schedules and prioritizes work assignments; plans and conducts monthly staff meetings; approves time sheets.
2. Coordinates and supervises campus Admissions and Records services; administers policies and procedures for student admissions.
3. Supervises and facilitates on-campus admissions and registrations of students by scheduling staff assignments and supervising staff completion of department functions.
4. Serves as primary Admissions and Records contacts for departments, faculty, staff, and students; acts as lead resource on campus to answer questions and provide information regarding admissions policies/procedures and regulations of state and federal agencies.
5. Serves as final authority for campus Admissions and Records decision-making including conflict resolution and mediation; resolves complex problems for College staff as they relate to department function.
6. Coordinates the updating of student records regarding residence classification; assists college Business Office in correcting residence problems.
7. Coordinates and supervises College Connection Activities at local area high schools; organizes and assigns staff, coordinates with high school designee; administers Admissions applications; receives applications on student database (Datatel) system; prepares spreadsheet report of participants.
8. Participates in the development of District Admissions and Records policies and procedures through interacting with other College staff.
9. Responds to student, faculty, and staff requests regarding registration.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Principles and practices pertaining to registration services.
- State and federal policies pertaining to students in higher education.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, with occasional nights and weekends.

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Applying academic record policy and procedures.
- Supervising and coordinating the activities of subordinate personnel.
- Working collaboratively and as part of a team.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and student information and database systems.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Three years related work experience, including one year supervisory work experience.

Preferred

- Work experience in student services at a community college.

Education

Required

- Bachelor's degree

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.