

## Executive Director, Admissions & Records

**FLSA Status:** Exempt

**Pay Grade:** 99

**Job Title ID:** 221044

**Job Series/Job Family:** Administrator Series / Administrator Family

### Reports To

Vice President, Student Support and Success Systems

### Job Purpose

Responsible for the development and administration of comprehensive admissions, enrollment, and academic record keeping programs and for overseeing the activities of the offices of Admissions and Records, Registrar, and Texas Success Initiative. Responsible for the recommendation and implementation of appropriate management policies and decisions to staff in the delivery of direct client services related to college admissions, grades, academic records, registration, enrollments, graduation and TSI compliance.

### Description of Duties and Tasks

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

#### **Required**

1. Develops, directs, implements and administers the District's admissions, academic recordkeeping policies, programming and operations.
2. Directs and oversees the District's delivery of the Texas Success Initiative (TSI) programs and student developmental education compliance policies.
3. Maintains responsibility for the strategic planning and operational management of the district-wide Admissions/Records and Registrar's offices.
4. Maintains responsibility for the personnel management activities for the District's Admissions and Records offices, Registrar's office, TSI office and Graduation and Evaluation offices.
5. Oversees, delivers and manages all aspects of credit student enrollment and registration program. Hires, provides leadership for, supervises and evaluates departmental employees.
6. Provides interpretation and oversight of federal, state and internal regulations to ensure compliance with federal, state and internal rules related to admissions, enrollment, state funding reporting and immigration status determination for international students.
7. Serves as resource for district guidance on entry and enrollment for all students.
8. Recommends and manages departmental budget for Admissions and Records, Graduation and Texas Success Initiative departments.
9. Administers the preparation of all internal and external student enrollment reports for the District to meet internal and external reporting and audit requirements. Assures the integrity of the College's applicant, student, and graduation databases.
10. Analyzes the effectiveness and success of department policies, programs and outcomes, and makes recommendations for needed changes to support the college missions and goals.
11. Conducts and coordinates student data research efforts including data collection, analysis and compilation; interprets and applies College policies and procedures regarding all data management activities.
12. Produces and delivers the College's commencement ceremony.
13. Chairs the college-wide Admissions and Registration Committee.
14. Represents the institution as the subject matter expert on admissions, academic recordkeeping, and FERPA issues; participates in appropriate professional activities and organizations.
15. Develops and delivers Family Educational Rights and Privacy Act (FERPA) training to staff and faculty,

assuring compliance with federal regulations.

16. Oversees the delivery of direct services to prospective, current and former students, and to all District staff and faculty.
17. Ensures appropriate professional development and safety training is completed in compliance with all health and safety rules and processes.

## **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**

- Handling demands and requirements of senior-level management in higher education.
- Thorough, current knowledge of all state, federal and international regulations and compliance requirements for admissions, academic recordkeeping and success programs.
- Knowledge of computerized administrative software systems and data collection, maintenance and reporting systems.
- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Effective leadership and ethics techniques, including Servant-Leadership principles.

## **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**

- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

## **Computer Skills**

### **Required**

- Demonstrated proficiency using standard office software applications.

### **Preferred**

- Experience with data design and management in complex, client-server database environment.

## **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 an office environment

## **Work Experience**

### **Required**

- Five years experience of senior-level administration of student admissions and academic records management.

**Education**

***Required***

- Master's degree.

**Safety**

***Required***

- Provide resources for safe operation of units. Create and support workplace safety.