

TITLE: Coordinator, Admissions & Records

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general direction, plans, coordinates, and implements policies and procedures relating to admissions, registration and assessment. Performs administrative duties related to budgetary, purchasing, administrative support, and other specialized activities. Organizes and coordinates daily operations of the office. Serves as liaison to departments that perform admissions, registration, and graduation functions.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates the admissions and enrollment functions of the District credit and non-credit programs. Provides admissions support for the international student program.
2. Coordinates the assessment and placement functions in Admissions & Records to support student entry and completion of transfer-level coursework in English and mathematics in addition to supporting placement for English as a Second Language for the credit and non-credit programs
3. Oversees the administration of the District's online statewide application for admission.
4. Coordinates Admissions & Records efforts to mitigate admissions and enrollment fraud.
5. Serves as a technical liaison for the recommendation, coordination, and implementation of programming solutions for Admissions, Records, and Enrollment Development (ARED) office and other student services systems.
6. Coordinates the collection and submission of student enrollment, degree, and certificate verification information to applicable government entities, educational institutions, and third-party partnerships.
7. Coordinates the production of the college catalog; coordinates the collection of department and policy updates; performs edits, layout and design; and coordinates timely printing and delivery.
8. Assists in interpreting and enforcing the Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy, accuracy, and retention of academic records and directory information.
9. Coordinates Admissions & Records social media and electronic communications with students. Gathers, analyzes, and maintains data and statistical information to evaluate effectiveness of services to identify long and short-term goals in meeting the future enrollment needs of students.
10. Coordinates and provides training and technical support to ARED staff, students, ambassadors, and other faculty and/or staff involving related technologies and programs.
11. Assists with developing and monitoring budgets. Maintains spreadsheets and databases of department expenditures. Prepares purchase requisitions and budget transfers. Oversees enrollment fee reversal requests to the Accounting Office.
12. Serves as a lead worker to other Admissions & Records staff and short-term, non-continuing (STNC) employees by establishing workload priorities, analyzing and improving business processes, and implementing new policies or procedures.

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KEY DUTIES AND RESPONSIBILITIES – Continued

13. Trains and supervises student employees.
14. Creates and develops department webpages and electronic forms involving complex electronic routing and integration with the District's student information system.
15. Represents the District on statewide steering committees.

KNOWLEDGE OF:

1. Modern office methods and equipment including computerized and manual records systems.
2. Student data record-keeping systems.
3. Proper telephone techniques.
4. Proper English usage, spelling, vocabulary, and grammar.
5. Composing letters and reports.
6. Basic web accessibility tools and document remediation.
7. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Work independently with minimal supervision.
2. Perform complex, admissions, enrollment, and records maintenance duties.
3. Organize and handle a variety of projects simultaneously.
4. Plan and give presentations to individuals and groups.
5. Apply basic accounting principles for budget development.
6. Interpret and apply the rules, regulations, and policies of the District and Title 5 of the Educational Code.
7. Analyze and resolve situations accurately and adopt an effective course of action.
8. Maintain confidentiality.
9. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
10. Communicate effectively, both orally and in writing.
11. Exercise appropriate judgement in interactions with others and with work processes.
12. Interact with the public in a helpful, courteous, and professional manner.
13. Demonstrate sensitivity to, and respect for, a diverse population.

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QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree required.

EXPERIENCE:

3+ years of experience in a college admissions and records office or related area required.

OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).