

TITLE: Coordinator, Admissions & Records

CLASSIFICATION: Classified

SALARY GRADE: C13

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, student records and other specialized activities. Coordinates admissions and registration functions of teams that support specialized programs throughout the District. Serves as liaison to departments that perform admissions, registration, assessment, academic records and graduation functions. Serves as lead worker to other classified staff in the department.

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, organizes and oversees the day-to-day administrative operations for admissions and enrollment functions of the District's credit and non-credit programs. Provides admissions and registration support for the District.
2. Oversees 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 for multilingual students for the credit and non-credit programs.
3. Troubleshoots student placements, and provides prerequisite overrides in coordination with department chairs. Oversees enrollment fee reversal requests in collaboration with the Accounting Office.
4. Oversees the administration of the District's online statewide application for admission. Coordinates the collection and submission of student enrollment, degree, and certificate verification information to applicable government entities, educational institutions, and third-party partnerships. Represents the District on statewide steering committees.
5. Coordinates Admissions & Records efforts to mitigate admissions and enrollment fraud in collaboration with IT, Financial Aid, and faculty. Participates in a state-level enrollment fraud workgroup.
6. Serves as a technical liaison for the recommendation, coordination, and implementation of programming solutions for Admissions, Records, and Enrollment Development office.
7. Coordinates the production and marketing of the college catalog.
8. Interprets and implements District policies and procedures for faculty, staff, students, and the public related to assigned area. Initiates and implements changes in work processes and procedures. Communicates with faculty, staff, students and external organizations to coordinate activities and programs and exchange information.
9. Interprets and implements the enforcement of 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.
10. Coordinates Admissions & Records social media and electronic marketing 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.

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KEY DUTIES AND RESPONSIBILITIES – Continued

11. Coordinates and provides training and technical support for staff, students, ambassadors, and other faculty and/or staff involving related technologies, processes, and programs.
12. Assists, supports, and makes recommendations to faculty department chairs and coordinators with curriculum issues impacting student enrollment. Troubleshoots and resolves scheduling issues involving registration.
13. Supports third-party software systems that impact students, faculty, staff, Student Services, and Academic Affairs.
14. Assists with developing and monitoring budgets. Maintains spreadsheets and updates department expenditure data. Prepares purchase requisitions and budget transfers.
15. Develops and maintains department webpages and electronic forms involving electronic routing and integration with the District's student information system.
16. Serves as lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.
17. May supervise and direct the work of student employees.

KNOWLEDGE OF:

1. Enrollment fraud mitigation.
2. Modern office methods and equipment including computerized and manual records systems.
3. Student data record-keeping systems.
4. Budget preparation and report writing.
5. Proper English usage, spelling, vocabulary, and grammar.
6. Basic web accessibility tools and document remediation.
7. Enrollment trends and student demographics.
8. Student success and retention initiatives.
9. Relevant local, state, and federal rules and regulations, programs, policies and procedures including student residency rules, local residency determination, and Family Educational Rights and Privacy Act (FERPA).
10. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Organize and handle a variety of projects simultaneously.
2. Plan and give presentations to individuals and groups.
3. Apply basic accounting principles for budget development.
4. Interpret and apply District policies, procedures, and guidelines, including Title 5 of the Educational Code.
5. Analyze and resolve situations accurately and adopt an effective course of action.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.

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ABILITY TO – Continued

7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. Demonstrate sensitivity to, and respect for, a diverse population.

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](#).