

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED
SUPERVISOR**

CLASS TITLE: **ADMISSIONS & RECORDS
SUPERVISOR**

SALARY TABLE: **30**

SALARY RANGE: **137**

BASIC FUNCTION:

Under the direction of the Director-Admissions & Records, organize and direct Admissions & Records operations and activities including the processing of enrollment forms and applications, maintenance of student records and files, and related student support functions; coordinate communications, Department personnel and information to meet student and College staff enrollment needs; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct Admissions & Records operations and activities including the processing of enrollment forms and applications, maintenance of student records and files, and related student support functions; assure related activities comply with established policies and procedures.

Coordinate communications, Department personnel and information to meet student and College staff enrollment needs; resolve student application, enrollment, registration and staff issues, conflicts and discrepancies in a proper and timely manner.

Train and evaluate the performance of assigned personnel and student workers; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for compliance with established requirements and procedures.

Supervise the review, verification and processing of student enrollment forms, applications and related documents; coordinate and review documents and activities to assure accuracy and completeness of enrollment paperwork.

Organize, direct and participate in establishing and maintenance of student records and files including enrollment and application information; assure proper transferring and purging of student files as needed; coordinate transcript distribution functions to meet student needs.

Serve as a technical resource to students, staff and the public concerning student enrollment, admissions and record-keeping functions; respond to inquiries and provide technical information concerning related forms, applications, guidelines, requirements, policies and procedures.

Monitor and assess Admissions & Records policies and procedures for operational efficiency; participate in the development and implementation of policies and procedures to enhance the operational efficiency of Admissions & Records activities.

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Supervise and participate in the input of enrollment data into an assigned computer system; establish and maintain automated records and files; assure accuracy and completeness of input and output data and related Admissions & Records transactions; initiate queries and generate computerized reports.

Participate in the development and implementation of Admissions & Records plans, goals, objectives, projects, calendars and employee schedules; coordinate group, staff and other special enrollments as required.

Participate in maintaining the Admissions & Records website and supervise related enrollment functions; oversee the preparation of microfilm for instructor packets and drop rosters as directed.

Supervise and participate in the preparation and maintenance of a variety of records, reports and files related to students, academics, attendance, personnel, forms, schedules, catalogs, enrollment, registration and assigned activities.

Oversee and participate in the preparation and distribution of enrollment correspondence, calendars and informational materials; develop employee schedules and prepare and process various personnel forms as needed; process special petitions, drop requests and illegal course repetitions.

Contact students, other departments and outside agencies to request and verify transcripts, reports and information as needed; verify and compile residency and other student information.

Assist in the development and preparation of the annual preliminary budget for Admissions & Records; control and authorize expenditures in accordance with established limitations.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; arrange for computer system modifications, maintenance and repairs as needed; drive a vehicle to conduct work.

Monitor inventory levels of forms, applications and other Admissions & Records supplies; order, receive and maintain adequate inventory levels of supplies.

Attend and conduct various meetings as assigned; develop, implement and conduct staff training sessions as directed; attend and participate in various committees as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of Admissions & Records operations and activities including the processing of enrollment forms and applications, maintenance of student records and files, and

related student support functions.

Technical practices, procedures and techniques involved in the processing of enrollment forms and applications and related student registration activities.

College and State standards and requirements concerning student enrollment and registration.

Applicable laws, codes, regulation, policies and procedures.

Policies and objectives of assigned programs and activities.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Principles and practices of supervision and training.

Basic budget preparation and control.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Data control procedures and data entry operations.

ABILITY TO:

Organize and direct Admissions & Records operations and activities including the processing of enrollment forms and applications.

Coordinate communications, Department personnel and information to meet student and College staff enrollment needs.

Train and evaluate the performance of assigned personnel.

Organize, direct and participate in the establishing and maintenance of student records and files including enrollment and application information.

Resolve student application, enrollment, registration and staff issues, conflicts and discrepancies in a proper and timely manner.

Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.

Participate in the development and implementation of Admissions & Records plans, goals, objectives, projects, calendars, policies, procedures and employee schedules.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software..

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Supervise and participate in the preparation and maintenance of a variety of records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration or related field and one year experience involving student enrollment and registration functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.