

## DIRECTOR OF ADMISSIONS AND RECORDS

### Job Description

**CATEGORY:** Administrative/Professional/Technical  
**POSITION LENGTH:** 12 Months  
**SALARY RANGE:** Commensurate with Education and Experience

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

Directs and coordinates the admissions, records and registration programs of the College by supervising college admissions, student records, registration enrollments, graduation and TSI compliance.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, and supervises the admissions, records, and registration procedures of credit programs and courses in accordance with State, Federal, and institutional regulations.
- Maintains admissions and records of noncredit programs and courses in accordance with State, Federal, and institutional regulations.
- Coordinates, develops, and implements registration and enrollment policies and procedures in consultation with other student services offices.
- Provides accurate data for submission of State and Federal reports dealing with the maintenance of student and course records.
- Develops and implements the various institutional forms used by the Admissions and Records office.
- Plans and coordinates the class schedules and portions of the college catalog.
- Plans, coordinates, and implements Texas Success Initiative (TSI) tracking procedures in accordance with state regulations.
- Plans, coordinates, and implements the testing and evaluation of electronic transcripts.
- Plans, organizes, and manages the graduation exercises.
- Verifies that all graduating students have met prescribed degree or certificate requirements.
- Verifies and notifies students of admissions and academic eligibility.
- Coordinates the evaluation of transcripts for transfer students.
- Directs the admission processes and reviews exceptional admission cases.
- Coordinates the creation and implementation of a strategic plan for the admissions and records functional area at the College, in collaboration with the Associate Vice President of Student Services.
- Assists with the coordination of the student complaint and appeal procedures relating to admissions for the College and makes recommendations to the Associate Vice President for Student Services.

## **DIRECTOR OF ADMISSIONS AND RECORDS**

### **Job Description**

- Reviews, maintains and evaluates the budget for the admissions and records functional area.
- Develops the program outcomes for the admissions and records functional area, monitors assessment of those outcomes, and develops plans of action for improvement based on the assessment of those outcomes.
- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to the admissions and records functional area.
- Assists with the process for systematic review and evaluation of the admissions and records functional area per the model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of the admissions and records function and the administration of such function.
- Demonstrated knowledge of principles and processes for delivering class-leading customer services. This includes student needs assessment, establishing quality standards and metrics for services, and the evaluation of customer satisfaction.
- Ability to effectively supervise and motivate personnel.
- Demonstrated knowledge of the planning, implementation and monitoring of budgets in an educational environment.
- Demonstrated knowledge of the rules, regulations and principles of the THECB, as well as other state and federal laws and regulations regarding admissions and records and TSI.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.

## **DIRECTOR OF ADMISSIONS AND RECORDS**

### **Job Description**

- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Master's degree from an accredited college or university.
- Minimum of five years of administrative experience in the admissions and records functional area of a comprehensive community college or university.
- Demonstrated experience in organizing, developing, and implementing operational systems and writing guidelines in an educational setting and managing a high volume workflow office.
- Proficiency with use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Community college experience in the administration of student admissions programs.
- Demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology.

### **CERTIFICATES AND LICENSURES**

None required

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

**DIRECTOR OF ADMISSIONS AND RECORDS**  
**Job Description**

functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

---

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.