

Director of Admissions & Records (Registrar)

Posting Details

Posting Summary

Recruiter	Rachel Morris
Job Title	Director of Admissions & Records (Registrar)
Type of Assignment	Administrator/Executive
Assignment Category	Regular Position
Reason for Opening	Replacement
Replacement for	Jane Sparks

Position Details One regular, exempt, full-time classified administrator position, 40 hours per week, 12 months per year on the Oceanside campus. The work schedule will generally be Monday through Friday, 8:00 am – 5:00 pm. *Note: Schedule is subject to change and assumes a 1-hour lunch break.*

The person selected for this position will be subject to assignment to any district facility during any hours of operation.

Salary Class/Range 15 (classified administrators)

Compensation The starting salary for this position is \$129,435 per year (Range 15, step 1) on the 2020-2021 salary schedule for classified administrators.

Employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer.

Funding Source district

Benefits A full benefits package which includes employer-paid medical, dental, and vision plans for employee and dependents; \$100,000 employee life insurance; other optional coverages; and membership in the California Public Employees' Retirement System (CalPERS).

Department Admissions & Records

Position Term in Months 12

Hours Per Week 40

Full Time/Part Time full-time

Application Procedure In order to be considered for this position, you must submit the following documents directly in the online system and finish applying and receive a confirmation number by 11:59 PM on the closing date:

1. Application on which you list all relevant experience.
2. A current resume or curriculum vitae summarizing your educational background and experience.

3. A cover letter addressed to the "Screening and Interview Committee" specifically describing how you meet the desirable qualifications and the representative duties.
4. Transcripts of college coursework which provide evidence of meeting the minimum qualifications as stated in this job posting. Unofficial or legible photocopies are acceptable. **If a degree(s) was earned, the transcripts must state that the degree was awarded.** Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation.

If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. To view a list of agencies approved by the California Commission on Teacher Credentialing, go to <https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=6>. Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree.

The screening and interview committee will review application materials for up to three to four weeks following the closing date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail once interview candidates have been scheduled.

Offer of employment to the person selected for this position is contingent upon 1) successful completion of a pre-placement physical exam at district expense; 2) submission of a current tuberculosis test clearance; 3) proof of eligibility to work in the United States; 4) fingerprint clearance; and 5) approval by the Board of Trustees.

Retired STRS members are not eligible for this position.

Basic Function

Under general direction, plan, organize, integrate and direct the work of the Admissions & Records department; provide expert professional assistance and guidance to district management on admissions and records; remain current with changes in applicable federal, state and local laws, rules and regulations, including California State Education Code; address emerging trends and needs related to Admissions and Records, and perform related duties as assigned.

Distinguishing Characteristics

Essential Duties & Responsibilities

The duties listed below 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 this class.

1. Plan, organize, direct, control, integrate and evaluate the work of the Admissions & Records department; with managers and supervisors, develop, implement and monitor work plans to achieve goals and objectives; contribute to the development of and monitor performance against the annual department budget; manage and direct development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Direct and manage the performance of Admissions & Records staff; direct and oversee the selection of managers and other technical and professional staff; establish performance requirements and personal development targets for direct reports; regularly monitor performance and provide coaching for performance improvement and development, in accordance with district human resources policies and labor contract agreements.
3. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving the department's and district's mission, objectives and values.
4. Through subordinate managers and supervisors, plan, develop, coordinate and supervise the registration and enrollment of students into classes; ensure that these and related/ required prerequisite verification processes are accurate, timely, smooth and

efficient.

5. Provide technical direction to staff and information to students pertaining to Admissions and Records guidelines, policies and reporting regulations; provide consultations, technical expertise and recommendations to administrators, other college departments and divisions regarding district compliance with laws, reporting regulations and academic policies, and the impacts of current and proposed policies and procedures. Interact with outside parties including law enforcement agencies, employers and state entities regarding access to student records including but not limited to complying with legally issued subpoenas and Solomon Amendment Requests.

6. Manage a complex, integrated college admissions and records system, including records documenting the admission and registration of students, maintenance, preparation and security of student records, attendance and graduation functions, and the proper retention and destruction of student records as required by federal and state regulations.

7. Prepare memoranda, reports and analyses related to students, enrollment, attendance, graduation and transfers; conduct regular program review; ensure compliance with matriculation regulations in collaboration with other Directors and managers in Student Services; develop student learning outcome processes; direct the preparation and submission of state and federal reports, graduation lists and documentation of student records; conduct studies and special projects as directed; direct attendance accounting procedures and reporting functions. Direct the preparation and maintenance of student forms and the preparation of documentation for internal/external audits and consult with auditors as needed.

8. Direct the evaluation of student graduation and transfer documents, preparation of diplomas, compilation of honors and probation lists, tracking of evaluation materials, training documents and degree audit functions; ensure timely and appropriate notification to students regarding graduation status, President's Lists and probationary status; review and advise specialized admissions procedures of other programs, including international and Tech Prep students and noncredit programs.

9. Develop and prepare registration timelines annually for schedules, catalogs, brochures and forms. Review and revise board policies and procedures for approval as needed. Provide guidance and information to governance groups as needed.

Other Duties

1. Adjudicate student appeals regarding residency, privacy act, district policies and procedures and other matters; refer issues, as necessary, to the Committee on Exceptions or appropriate administrator; provide guidance on college policies and state laws to the Committee on Exceptions.

2. Ensure faculty and other staff are instructed on procedures for recording and reporting attendance and grades; provide information and guidance to staff regarding interpretation and enforcement of guidelines, policies and legal requirements; direct the distribution and collection of census rosters; assist instructors with enrollment issues.

3. Perform related duties as assigned.

Knowledge of

1. Applicable federal, state and local laws, rules and regulations, including California State Education Code and Administrative Code provisions related to community college admissions, registration, attendance accounting and recordkeeping.

2. Community college curriculum, organization, operations, policies and objectives.

3. Research methods and analysis techniques.

4. Principles and practices of effective management, training and supervision.

5. Basic principles and practices of organization and culture change.

6. Computer processing applications as they apply to admissions and student records.

7. District organization, operations, policies and objectives.
8. Modern office practices, procedures and equipment.
9. Principles and practices of sound business communication.
10. Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
11. Business math.
12. Statistics and report writing.
13. Interpersonal skills using tact, patience and courtesy.
14. District human resources policies and labor contract provisions.
15. Safety policies and safe work practices applicable to the work.

Ability to

1. Plan, organize, manage, assign, delegate, review and evaluate the work of staff engaged in admissions and records work processes.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Analyze and make sound recommendations on complex admissions and records issues.
4. Work collaboratively with other directors and managers and provide expert advice and counsel to develop solutions to complex issues.
5. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Communicate effectively, both orally and in writing.
9. Understand, interpret, explain and apply applicable laws, codes and ordinances.
10. Represent the district effectively in dealings with external stakeholders.
11. Present proposals and recommendations clearly, logically and persuasively.
12. Operate a computer and standard business software.
13. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
14. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
15. Establish and maintain effective working relationships with all those encountered in the course of work.

Education & Experience

Graduation from an accredited, four-year college or university and five years of increasingly responsible experience in a college Admissions and Records office

involving two or more functional areas of Admissions and Records.

NOTE: For work experience, one "year" is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.

Desirable Qualifications

1. Previous supervisory experience in a Student Services setting overseeing different levels of positions.
2. Demonstrated experience with guidelines, regulations, and laws pertaining to the admissions and records/registrar operations (i.e., Title 5).
3. Previous experience working with computer systems and applications related to admissions applications, student records, and other student services related software programs (PeopleSoft Experience preferred).
4. Demonstrated experience working collaboratively with Student Services and Instructional departments.

Licenses & Other Requirements

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Physical Effort

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

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

Emotional Effort

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

Working Conditions

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.

Posting Detail Information**Posting Number**

S_20/21_037_P

Human Resources Contact Information

jobs@miracosta.edu or 760.795.6854

Search Chair Access

Freddy Ramirez

Job Posting Date

03/11/2021

Job Close Date

04/08/2021

Open Until Filled

No

First Screening Date**FLSA**

exempt

EEO 6 Category

Exec/Admin/Managerial

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Direct Link to Posting

<https://jobs.miracosta.edu/postings/2392>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you legally authorized to work in the United States?
 - o No - (disqualifying)
 - o Yes
2. * MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. We strive to be a model for equity and inclusion, effectively supporting students and employees from diverse socioeconomic and cultural backgrounds who possess a range of abilities, academic preparation, and life experiences. Describe your qualifications and experiences that have prepared you to effectively interact with people who may have a different background than yours (e.g., racial, ethnic, cultural, religious, gender, sexual orientation, socioeconomic, disability, etc.).

(Open Ended Question)

Applicant Documents**Required Documents**

1. Cover Letter
2. Resume/Curriculum Vitae
3. Transcript 1

Optional Documents

1. Transcript 2
2. Transcript 3
3. Formal Agency Evaluation - Non-U.S. Transcripts

Internal Posting Documents

No documents have been attached.

Search Committee Members

Name	Email	Chair?	Status
Freddy Ramirez	framirez@miracosta.edu	Yes	approved
Wendy Horton	whorton@miracosta.edu	No	approved
Michael Dear	mdear@miracosta.edu	No	approved
Maria Lopez-Aguilar	MLopez@miracosta.edu	No	approved

Name	Email	Chair?	Status
Stacy Ingham	singham@miracosta.edu	No	approved
Elle Smith	ellesmith@miracosta.edu	No	approved
Amy Pimentel	apimentel@miracosta.edu	No	approved
Pat Conahan	pconahan@miracosta.edu	No	approved

Evaluative Criteria

1. Applicable Education/Training

State: Under Review by Search Committee

Weight: 16

- POOR: Little evidence of applicable education/training. (1.0 points)
- BELOW: Entry-level quality education/training. (2.0 points)
- AVERAGE: Meets minimum requirements as defined by the position. (3.0 points)
- GOOD: Above average, mid-level to leadership quality education/training. (4.0 points)
- EXCELLENT: Far exceeds requirements of the position. (5.0 points)

2. Applicable Work Experience

State: Under Review by Search Committee

Weight: 16

- POOR: Little evidence of applicable work experience. (1.0 points)
- BELOW: Entry-level quality work experience. (2.0 points)
- AVERAGE: Meets minimum requirements as defined by the position. (3.0 points)
- GOOD: Above average, mid-level to leadership quality experience. (4.0 points)
- EXCELLENT: Far exceeds requirements of the position. (5.0 points)

3. Applicable Job Knowledge

State: Under Review by Search Committee

Weight: 16

- POOR: Little evidence of applicable job knowledge. (1.0 points)
- BELOW: Entry-level quality job knowledge. (2.0 points)
- AVERAGE: Meets minimum requirements as defined by the position. (3.0 points)
- GOOD: Above average, mid-level to leadership quality job knowledge. (4.0 points)
- EXCELLENT: Far exceeds requirements of the position. (5.0 points)

4. Quality of Diversity Statement

State: Under Review by Search Committee

Weight: 16

- NO or MINIMAL EVIDENCE: Candidate lacks evidence of qualifications and/or experiences related to effectively interacting with people from different backgrounds. (1.0 points)
- PARTIAL EVIDENCE: Candidate provides some evidence of how qualifications and/or experiences will contribute to effectively interacting with people from different backgrounds. (3.0 points)
- COMPLETE EVIDENCE: Candidate provides strong evidence of how qualifications and/or experiences will contribute to effectively interacting with people from different backgrounds. (5.0 points)

5. Quality of Application Materials

State: Under Review by Search Committee

Weight: 16

- POOR: Application materials deficient; multiple documents missing, numerous errors/misspellings, etc. (1.0 points)
- BELOW: Application materials had minor errors/misspellings or did not supply all requested materials. (2.0 points)
- AVERAGE: Application materials were adequate. (3.0 points)
- GOOD: Application materials included all requested items and contained limited errors/misspellings. (4.0 points)

- EXCELLENT: Application materials were complete and thoughtful and contained no errors/misspellings. (5.0 points)

6. Overall Applicant Rating - w/out qualifying language

State: Under Review by Search Committee

Weight: 20

- POOR (1.0 points)
- BELOW AVERAGE (2.0 points)
- AVERAGE (3.0 points)
- GOOD (4.0 points)
- EXCELLENT (5.0 points)