

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Dean, Admissions & Records

BASIC FUNCTION: Under the supervision of the area Vice President, plans and directs all aspects of Admissions and Records, Veterans Services, Cashier's Office, the Kennedy Middle College enrollment process, and other Student Services Programs. Knowledge of accreditation standards, district policies, and state and federal laws/regulations; coordinates with college and district staff to ensure appropriate functionality of the integrated technology system in support of assigned areas of responsibility.

SUPERVISORY RESPONSIBILITIES: Provides supervision and direction to classified staff members and managers in Admissions and Records, Veterans Services, Cashier's Office, and other Student Services areas as assigned.

REPRESENTATIVE DUTIES:

1. Interprets, explains, and evaluates applicable sections of state (CA Education Code and Title 5) and federal laws/regulations as it applies to district and college policies; provides leadership and training on current enrollment practices and procedures in consultation with appropriate area VP of Student Services and members of academic affairs before implementation into the college's general operation.
2. Plans, organizes, and directs the Cashier's Office operations including establishment of college-wide check disbursement hours, cashiering schedule and Brinks security transport. Coordinates with District Accounting Manager and Auxiliary Business Services for appropriate scheduling and distribution of payroll checks, stubs, and warrants.
3. Initiates, researches, and submits documentation to the SAA and the Veterans Administration for annual approval for the college catalog and VA approved programs. Provide oversight to Veterans' Services office including VA regulations and RCCD policies and procedures for students applying to use veterans educational benefits; ensure that veterans are welcomed, receive current information, and are assisted where appropriate to complete steps required for certification in a timely manner; serve as point of contact for Service Members Opportunity Colleges (Electronic ConAP) and input data as required for Military OneSource (MyCAA) and other military assistance programs outside of VA educational benefits.
4. Manage a system for the accurate registration, recording and reporting of data pertaining to student enrollment, attendance, and grades; provide leadership for all specialized enrollments; ensure that the website through which students register is current and provides clear instructions; advocate for an increasingly intuitive web design and operation.
5. Create a welcoming gateway to the college, regardless of location or means of delivery through effective practices; commitment to quality student services; alignment of services with the mission of the institution through the evaluation of efficient and effective delivery of services in areas of responsibility through the program review process including data analysis of Student Learning and/or Service Area Outcomes (SLO/SAO); and through the development of a college registration timeline for general student and special population student registration.
6. Collaborates with Information Services to develop and enhance existing student information system and operational services; continuously update information that may be available to the general public using multiple applications including, but not limited to, web, voice-trees, and other college affiliated methods of publication.

7. Manages and provides oversight of the Middle College program including implementation, coordination, and evaluation of enrollment procedures as it relates to state and federal laws, rules, regulations, and District policies. Uphold appropriate policies and procedures for concurrent admission of high school students to the college including appropriate criteria for admission, and communication of such to high school principals, counselors and prospective students.
8. Researches, communicates, and fields questions from faculty, staff, students and the public via appointment, phone, and email; reviews, evaluates, and determines approval of student appeals including Extenuating Circumstances Petition, Late Add Petition, Reinstatements, Administrative Corrections, and Middle College High School admission as it relates to reporting guidelines.
9. Collaborates with councils, committees, and other departments regularly on policies and procedures including but not limited to Strategic Planning Councils, Equity/Matriculation Committee, Core Operations Advisory Team (COAT), Deans/Directors in Student Services and Academic Affairs, district-wide Admissions and Records/VP meeting, and various ad-hoc committees.
10. Develop, analyze, and oversee multiple department budgets; supervise expenditures; determine priorities in managing area facilities, equipment, maintenance, and staffing.
11. Reviews and updates college specific admission welcome letters/email responses to students based on interests, correction of individual student record import errors, resolution of duplicate records and institutional errors, notification of student ID/username/email and matriculation information including specific instructions for veterans and high school students; notification to non-resident students regarding status; revise communication based on current policies and procedures.
12. Ensure the integrity of the process for achieving accurate student records, requests for transcripts and enrollment verifications and other requests including delivery method of electronic records.
13. Enforce the Records Retention Policy in accordance with Title 5 guidelines for general student records; Permanently, securely and confidentially maintain student records with a provision for securing back-up of all files; direct and maintain the retention and/or destruction of student records.
14. Maintain residency requirements for students per the CA Education Code and Title 5 regulations through a reliable process for determination of student residency status and eligibility for AB540 fee waivers.
15. Assist in FTES data monitoring, accuracy, integrity and reporting through compliance with attendance accounting methods. Collaborate with academic affairs to ensure compliance with state and federal laws/regulations and district policies concerning student attendance, admissions, grading, census, withdrawal, and drop processes, student fees, records, credit, student petitions, student privacy and other related matters; and prepare reports to ensure accurate collection of faculty data according to prescribed deadlines.
16. Serves as a member of the Management Leadership Association.
17. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
18. Performs other related duties as may be assigned.

EDUCATION: Master's degree from an accredited institution in one of the disciplines taught in the district is required.

EXPERIENCE: A minimum of three years administration experience, with at least one year of successful full-time administrative experience in a college admissions and records department, is required. Experience in the supervision of office personnel is also required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Software utilized in enrollment; principles and practices of admissions, records, student record privacy, Title 5, Education Code and RCCD Board Policy; knowledge of effective business and office management operations; knowledge of principles of effective supervision, team work and management; knowledge of accreditation standards applicable to public community colleges

ABILITY TO: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a). Understand complexities, organizational structures and service delivery in admissions and records, cashier's office, and Veterans' Services. Demonstrate a capacity to find resolution to problems in a timely manner; interpret and effectively analyze data related to operations and services; prepare concise records and reports; communicate effectively both verbally and in writing; establish and maintain effective working relationships with college and district employees at all levels and with members of the community.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-worker, other departmental staff, Assistant Director, Information Services, Faculty, Staff and Dean of Student Services.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.