

**Director, Admissions and Records
and Financial Aid
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION**

Definition

Under the supervision of the Vice President, Student Services, the Director, Admissions and Records and Financial Aid, is responsible for the administration of student admissions including registration, Banner Student coordinating, graduation and certifications, academic records, enrollment accounting and reporting in accordance with State and Federal codes and regulations and district policies and procedures and for planning, directing, and evaluating a comprehensive financial aid delivery system.

Examples of Duties

1. Provide managerial direction including planning, goal setting, implementation, coordination, evaluation and accountability for admissions, registration, records maintenance, and awarding of degrees and the administration of financial aid.
2. Coordinate use of technology for web admissions, registration, grade reporting, student records, financial aid and other applications.
3. Interpret, implement, and maintain compliance with federal, state, and college regulations governing admissions and records, student financial aid programs and veteran's affairs.
4. Coordinate campus-wide efforts to maximize the effectiveness of the Banner Student System and serve as liaison district wide.
5. Hire, train, schedule, supervise, and evaluate the work performance of assigned personnel.
6. Prepare, submit, and monitor the annual budget for admissions and records, financial aid and Veteran's Affairs.
7. Act as a liaison to the District to develop and implement district-wide standards of operation for admissions and records, financial aid and veteran's affairs.

Examples of Duties (continued)

8. Direct and monitor the college record keeping process concerning deadlines, student attendance, transcripts, grades, fee payment, grade changes, residency, veteran eligibility, and compliance with Federal FERPA requirements.
9. Direct the evaluation and certification of student records for enrollment verification, transcripts, transfer credit, credit by examination, degree and certificate eligibility, and subpoenas.
10. Develop, implement, and monitor office and District-wide policies and procedures for the processing of student applications, the awarding of student aid and the maintenance of student financial aid records in compliance with local, state, and federal regulations.
11. Manage scholarship and student employment programs.
12. Develop and conduct professional publicity and outreach activities, which inform schools, students, and the community of financial aid opportunities in an effort to meet diverse students' financial aid needs.
13. Process veterans' entitlements and educational benefits, and reporting to state and federal agencies.
14. Plan and coordinate research projects related to areas of responsibility, and prepare a variety of research related reports.
15. Prepare and submit annual reports to agencies as required and respond to program reviews and audits.
16. Coordinate operations with other college units.
17. Participate in shared governance through service on planning and/or operations committees and task forces.
18. Serve as the liaison with federal, state, and professional agencies to maintain currency in rules and regulations in relation to areas of responsibility.
19. Perform other duties as assigned or required.

Qualifications

- Bachelor's Degree from an accredited college/university and demonstrated successful progressively responsible experience in student services programs.

Qualifications (continued)

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college.

Knowledge and Abilities

- Ability to interpret laws, rules and regulations, and formulate clear procedures and handle complex and sensitive issues.
- Knowledge of computer software applications and the ability to apply administrative technologies.
- Ability to establish and maintain effective working relationships, and communicate effectively both orally and in writing.
- Knowledge of principles and practices of administration, supervision, and training.
- Ability to analyze situations accurately and adopt an effective course of action.
- Knowledge of and commitment to the California Community College mission.
- The ability to handle sensitive and complex issues.
- A thorough knowledge of state and federal guidelines and regulations for admissions, financial aid and veteran's affairs.
- Demonstrated ability to manage comprehensive financial aid funds.
- Communication skills appropriate to advising and collaborating with students, faculty, administration, and the community.
- Knowledge of principles of supervision, training, and practices of office management.
- Knowledge of computer operations/data processing systems.
- Knowledge of accounting, budgeting, and fiscal reporting.
- Knowledge of principles and techniques of interviewing.
- Ability to prepare statistical reports.
- Ability to apply legal and policy provisions to various problems consistently and correctly.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)