



<b>Position Title:</b>	Campus Director of Admissions and Registration Services		
<b>Reports To:</b>	College Registrar		
<b>Department:</b>	Admissions and Registration	<b>Job Code:</b>	0684
<b>Prepared By/Date:</b>	Jennifer C. Brito/6-9-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Dulce Beltran/03/28/2011	<b>Salary Grade:</b>	18
<b>Revised:</b>	Martha Arrieta/03/28/2011	<b>FLSA Status:</b>	Exempt

**Summary:**

This position has primary responsibility for the day-to-day operations and administration of all activities related to the delivery of admissions and registration services at the North, Kendall, or Wolfson Campuses.

**Essential Duties and Responsibilities:**

- Hires, supervises and evaluates all staff at the Campus Office of Admissions and Registration
- Approves time and attendance and monitors and approves the departmental budget
- Implements procedures, guidelines, and admissions and registration processes at the Campus in accordance with current federal and state regulations, as well as College policies and procedures
- Assists students with complaints and appeals about decisions made by supervisors concerning federal, state, and college policies. This includes, but is not limited to, residency for tuition purposes and immigration issues
- Oversees academic scheduling and assignment of instructional rooms on the Campus and outreach locations
- Manages access to student information system requests
- Gathers and disseminates enrollment and other statistical data
- Oversees student records and the certification of veteran students at the Campus level
- Serves as campus representative on College-wide committees that deal with admissions, registration, records, and veterans affairs
- Resolves issues and problems that may arise with students, staff, faculty, outside agencies and the community as they pertain to admissions and registration
- Works in coordination with the College Registrar to ensure effective and efficient delivery of admission and registration services at the Campus
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of Federal and State laws and guidelines for admissions and registration issues including FERPA (the Family Educational Rights and Privacy Act)
- Knowledge of State of Florida residency issues and immigration documents
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Excellent organizational and communication skills (both oral and written)
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to effectively present information to top management, public groups, and/or boards of

- directors
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**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 functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree with course work in an appropriate field, and five (5) years of administrative experience in student services; or Bachelor's degree and nine (9) years of administrative experience in student services.
- All educational degrees must be from a regionally accredited institution.
- Previous student services managerial experience is required.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name