



Position Description

Position: Dean, Admissions and Records	Position Number: M-_____
Department/Site: Student Services	FLSA: Exempt
Evaluated by: Vice President, Student Services	Salary Range: _____

General Description

Under the direction and supervision of the Vice President of Student Services, the Dean of Admissions and Records is responsible for the supervision of the college admissions, records, and registration programs. In addition, the Dean supervises the Director of Financial Aid. This is a twelve month educational administrative position with faculty retreat rights.

Essential Duties and Responsibilities

- Organize and supervise district admissions, records, registration, financial aid and job placement functions.
- Prepare or direct the preparation of local, state and federal statistical reports related to admissions, records, registration, financial aid, attendance reports, campus crime and audit reports.
- Insure compliance with local, state and federal regulations.
- Prepare and monitor budget for all assigned programs.
- Supervise and evaluate personnel in assigned areas.
- Schedule registration dates and publish deadlines.
- Administer funded benefit programs in accordance with regulations.
- Certify degree and certificate candidates, general education certification, and enrollment verifications.
- Evaluate student petitions.
- Participate in the preparation of the class schedule and catalog.
- Serve as an active member of the student services administrative team.
- Serve on and provide leadership to campus committees as assigned.
- Participate in the development of the academic calendar.
- Work closely with district MIS staff for student system design and improvement.
- Work with the Dean of Counseling to coordinate admissions and registration activities.
- Supervise admissions and records functions for district military programs.
- Oversee the development and implementation of the probation and dismissal policy and other policies related to assigned areas.
- Serve as district custodian of student records.
- Perform other duties as assigned.

Minimum Qualifications

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students AND
- Possession of a Master's degree OR the equivalent (It is the candidate's responsibility to provide conclusive evidence and justification for equivalency. Request the information sheet on equivalencies when asking for an application.) AND
- One year of formal training, internship or leadership experience reasonably related to this management assignment.



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- Earned degree received from an accredited institution or an equivalent foreign institution by the screening date.
- Foreign transcripts transcribed in English and evaluated for U.S. equivalency by a bonafide U.S. evaluation service.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the student services administrative team
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex educational department responsible for implementation of state and federal regulations.
- Applicant must qualify for a current Citrus College Faculty Service Area.

Preferred Qualifications

- Two years of supervisory experience in a community college admissions or financial aid office or similar setting.