RANGE N05 **JTC NO. IAG**
FLSA EXEMPT Y

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

JOB TITLE: **Director of Admissions/Registrar**

LOCATION DESIGNATION: **Colleges**

DATE PREPARED: **Fall, 1984**
DATE REVISED: **Spring 1987, Spring 1991, Spring 2009; Summer 2012; Spring 2015**

GENERAL SUMMARY: Directs the functions of admissions and registration of students including: enrollment of all credit students; evaluation of transcripts; recording of all student records; certification of student enrollment to various agencies; interpretation and implementation of state/federal regulations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Administers the policies and procedures for DCCCD student admissions, including residency requirements, evaluation of TASP scores/transcripts, waiver eligibility, immigration laws of foreign students and state regulations as they apply to TASP.

- Works within college administration to schedule, staff and coordinate registration including activities on and off campus, flexible entry, etc.

- Responsible for record maintenance on current, prospective and prior students including admissions applications, current class rolls/grade rolls, grade transcripts and eligibility to graduate.

- Responsible for the integrity of college records which support state and federal reports for funding, certification of enrollment status for students to various agencies and other reporting functions.

- Responsible for issuing grade transcripts, degree plans, diplomas and certificates and verification of completion of the requirements for these functions.

- Interprets regulations issued by the Coordinating Board, State of Texas, Veterans Administration, immigration agencies and policies and procedures of DCCCD relating to Admissions/Registration.

- Participates in development of District admissions and recordkeeping procedures through interaction with other administrators and various committee assignments.

- Administers budget within allocation.

PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Selects, develops and evaluates the staff of the Admissions/Registrar department.

- Performs other duties as required.

REPORTING RELATIONSHIP:

First level supervisor is the Vice President of Student Development; second level supervisor is the President.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus three years of experience in a community college admissions environment or other student support area **or** Associate's degree plus five years of experience in a community college admissions environment or other student support area. Experience should include supervision. Ability to interpret and apply complex state/federal regulations, develop and implement procedures effectively and communicate information to a diverse student population, college staff and the general public. Advanced knowledge of computer information systems to access student records and generate and analyze a large variety of reports and documents. Strong knowledge and experience providing effective customer service. Official transcript will be required.

*** *Will be subject to a criminal background check.* ***

revised: 04/2009 – adhoc – msv
revised: 08/2012 – emm
revised: 04/2015 - emm