

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR – ADMISSIONS AND RECORDS

PAY GRADE: A-15

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITIES: The Director of Admissions and Records is responsible for the administration of all admissions, recruiting, student records and reporting, records processing, grade reporting, degree audit and recruiting, as well as the storage, maintenance and security of academic records.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree in higher education, student personnel, or related area required.
2. Years of experience in field: Four years administrative experience in a college setting required. Two or more years experience in college admissions, college recruiting records and registration and/or student advising in a college student affairs department preferred.
3. Special skills or abilities related to position: Organizational skills, communication skills, decision-making, customer service; working knowledge of basic rules, regulations, procedures related to admissions, residency, transcript evaluation, financial aid, records, VA, and registration. Computer literacy. Currency of knowledge related to College information disseminated to students.

ESSENTIAL JOB FUNCTIONS:

1. Plan, develop, and implement recruiting and marketing plans to meet college-wide enrollment goals.
2. Monitor special populations regarding admissions for international students, dual enrollments, early admissions, etc. Provide admissions and enrollment management data for college administration.
3. Supervisor and evaluate assigned staff.
4. Oversee daily operations of admissions and records.
5. Determine staffing needs especially during peak registration in coordination with the enrollment management team.

Revised 10-16-09

Revised 5-20-09

Revised & Title changed 8-8-08

Revised 8-23-04-FLSA

Revised 03-09-05

ESSENTIAL JOB FUNCTIONS (continued):

6. Maintain all aspects of admissions and records budget (expenses and personnel)
7. Coordinate admissions services with other key college offices including marketing and public relations.
8. Monitor the annual admissions cycle from point of inquiry through application and registration to ensure a high level of customer service by making timely adjustments as required.
9. Regularly look for ways to provide more efficient customer service and accurate and consistent information to students.
10. Review and selection of all forms, brochures, and other informational materials designated for dissemination to students and the public.
11. Organize and conduct regularly scheduled staff training sessions.
12. Directly assist students as related to the functions of the admissions and records.
13. Directly assist students as related to the function of admissions and records.
14. Demonstrate leadership which creates a working environment that promotes student development and learning.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing

ENVIRONMENTAL CONDITIONS:

- Works in an open office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Enrollment Services Center, Student Services

SUPERVISOR OF POSITION: Dean - Enrollment Management

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