COLLEGE of the CANYONS
SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

Assistant Director, Admissions & Records - Noncredit

A Classified Management Position

Review Date: April 29, 2015

Position Number:
CLA14-119

"BIG PICTURE" RESPONSIBILITY:
Under the direction of the Director, Admissions & Records and Online Services, organizes and directs Student Success and Support Program (3SP) operations and activities in the noncredit office including admissions, orientation, placement, student educational planning, registration, online services, records management, off-site registration, certificates, transfer into credit courses and other 3SP services in accordance with state and federal codes and regulations and District and College policies and procedures. Coordinates communications, department personnel, and information to meet student and College staff enrollment needs. Supervises, trains and evaluates the performance of assigned personnel. Provides direction and training of Admissions & Records policies and procedures and 3SP policies and procedures to all staff, including those at off-site locations. Under the general supervision of the Dean of Enrollment Services, directs the routine activities of Admissions and Records in absence of the Director.

ESSENTIAL DUTIES:
1. Organizes and directs Noncredit Admissions & Records operations and activities including coordinating the development and implementation of 3SP core services of orientation, placement, and educational planning. Processes and maintains enrollment forms, applications, student records, files, and other related documentation for student support functions. Assures related activities comply with established policies and procedures.
2. Coordinates communications, department personnel, and information to meet student and College staff enrollment needs. Resolves student application, enrollment, registration and staff issues, conflicts, and discrepancies in a proper and timely manner.
3. Schedules, coordinates, and conducts noncredit assessments, orientations, and counseling services.
4. Oversees and troubleshoots the noncredit assessment tool through software analysis, process mapping, testing, training, and documentation.
5. Works with the department chair and noncredit faculty to establish assessment cut scores. Tracks and assesses the placement test for efficiency and utilization of staff and resources. Conducts process analysis of the assessment process and improve the offerings for noncredit students and the community. Directs validation studies with the Office of Research and Planning.
6. Acts as a liaison between off site locations and Instructional Deans, noncredit and the International Services and Programs to assist students in moving from noncredit to a student visa, and with other district departments as needed.
7. Provides advisement to noncredit students for pathways to certificates and/or transitional support services to noncredit students moving into credit classes. Services include, but are not limited to academic and career counseling, workshops on financial aid, residency, and academic and CTE program offerings, etc.
8. Oversees and supervises the work of adjunct counseling faculty, ensuring counseling and advisement services meet State 3SP regulations.
9. Coordinates and oversees the document imaging function within noncredit.
10. Supervises, trains and evaluates the performance of assigned personnel in accordance with District policy. Assigns employee duties and reviews work for compliance with established requirements and procedures.
11. Assists Director to establish, secure, direct, and automate the retention/destruction of student records in accordance with District guidelines and state and federal regulations.
12. Monitors and assesses Admissions & Records policies and procedures for operational efficiency. Participates in the development and implementation of policies and procedures to enhance the operational efficiency of Admissions & Records activities.

13. Supervises and participates in the input of enrollment and 3SP services data elements into an assigned computer system. Establishes and maintains automated records and files. Assures accuracy and completeness of input and output data and related Noncredit Admissions & Records and 3SP transactions. Initiates queries and generates computerized reports.

14. Participates in the development and implementation of Noncredit and Credit Admissions & Records plans, goals, objectives, projects, calendars and employee schedules. Coordinates group, staff, and other special enrollments as required.

15. Participates in the development, implementation, and State reporting of Noncredit and Credit 3SP plans, goals, objectives, projects, calendars and employee schedules. Coordinates group, staff, and other special enrollments as required.

16. Maintains the Noncredit office website and supervises related enrollment functions. Oversees the preparation of instructor packets, drop rosters, rosters, positive attendance, and grades as directed.

17. Participates in the development and coordination of the noncredit Admissions and Records sections of the college catalog, schedule of classes and Noncredit office website.

18. Coordinates and oversees all testing of the student database and all associated programs within the Noncredit and Credit Admissions and Records and 3SP departments. Acts as a liaison between Noncredit, Admissions and Records, 3SP, and MIS.

19. Contacts students, other departments and outside agencies to request and verify transcripts, reports and information as needed. Verifies and compiles residency and other student information in accordance with Title 5, California Educational Code, and all federal regulations.

20. Assists in the development and preparation of the annual preliminary budget for Admissions & Records and Noncredit 3SP. Controls and authorizes expenditures in accordance with established limitations.

21. Communicates with administrators, personnel and outside organizations to exchange information, coordinate activities and programs, and resolve issues or concerns.

22. Operates a variety of office equipment including a copier, fax machine, computer and assigned software. Arranges for computer system modifications, maintenance and repairs as needed.

23. Monitors inventory levels of forms, applications and other Noncredit Admissions & Records and 3SP supplies. Orders, receives and maintains adequate inventory levels of supplies.

24. Attends and conducts various meetings as assigned. Develops, implements, and conducts staff training sessions as directed. Attends and participates in various committees as required.

25. Communicates with the Director of Admissions, Records and Online Services and appropriate administrators concerning admissions, registration, noncredit assessment, orientation, counseling and student educational plans, state audit regulations, statistics, and changes in state regulations.

26. Attends meetings, conferences, seminars and other gatherings to keep informed of policy changes. Serves on various college committees.

27. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Experience:**

Three (3) years full-time equivalent experience in an institution of higher education noncredit and/or credit Admissions, Registration and Records Department OR any equivalent combination of training and experience in credit and/or noncredit Admissions & Records, Assessment, Orientation, and Counseling. A post-graduate degree may substitute for up to one year of experience.

**Education:**

Bachelor’s degree from an accredited institution is required.

**DESIRABLE QUALIFICATIONS:**

- Master’s degree from an accredited institution.
- Experience coordinating off-site registration and 3SP services process.
- Experience with degree audit, online services and working with outside vendors for Admissions and Records and 3SP functionality.
- Experience with process analysis, project management, customer services and excellent computer skills.

**Knowledge of:**

- Policies, procedures, functions and organization of a college Admissions, Registration, Records and noncredit 3SP services.
- State and federal laws, codes and regulations related to admissions, registration, matriculation and records maintenance.
- Graduation and transfer requirements.
- Modern automated record-keeping systems.
- Computer software applications including spreadsheet, database, and word processing programs.
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Community college organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Policies and objectives of assigned programs and activities.
- Budget preparation and control.

**Ability to:**

- Learn, interpret and apply legal mandates, policies, regulations, and guidelines and operational procedure.
- Plan, organize, coordinate, control, and direct the activities and functions of the Admissions, Registration, Records, and Online Services.
- Develop, revise and implement policies, procedures and guidelines related to assigned functions to ensure a service oriented operation.
- Assure compliance with State, Federal and College regulations, requirements, policies and mandates.
- Demonstrate excellent customer service skills and ability to multi-task in a high stress, team-oriented environment.
• Interface in difficult situations, assess complex and technical problems, collect data, and suggest potential solutions to minimize problems from escalating.
• Work independently while meeting schedules and timelines.
• Train, supervise and evaluate personnel.
• Establish and maintain cooperative and effective working relationships with others.
• Establish and maintain comprehensive and accurate files and records as well as prepare concise and complete reports as required.
• Maintain confidentiality when dealing with sensitive and privileged material and information.
• Communicate effectively and accurately orally and in written form.
• Establish and maintain cooperative working relationships with students, faculty, staff, temporary employees, and others connected in the performance of duties.
• Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**SALARY PLACEMENT:**
This Classified administrator position will be on an individual contract and exempt from overtime and compensatory time accumulation. The salary range for this position is $70,000 - $80,000 annually. Salary placement will be commensurate with qualifications and experience.

**PHYSICAL DEMANDS:**
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; frequent reaching, bending, stooping and twisting at the neck and waist; occasional kneeling, crawling and squatting; handling and working with various materials and objects; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; may be exposed to occasional contact with dissatisfied individuals; and travel from site-to-site.

**DISTRICT CLASSIFIED ADMINISTRATIVE EMPLOYEE BENEFITS:**
Full-time employees are provided with a diversified employee benefits program that includes sick time, vacation time, discretionary time, medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development and educational incentive opportunities are provided to all classified administrative employees. Classified employees contribute to the Public Employees' Retirement System (PERS), a defined benefit retirement plan through the State of California.

**CONDITIONS OF EMPLOYMENT:**
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

**EQUAL EMPLOYMENT OPPORTUNITY:**
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

**ABOUT THE DISTRICT:**
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college's service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS:

Applicants are encouraged to complete their applications online at www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **District CLASSIFIED Application.**
- **Detailed resume,** which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement.
- **Copies of complete and legible college transcripts** clearly indicating all college units earned and any degree awarded. Submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.

1. Do you possess a Bachelor’s degree or higher from an accredited college or university? (yes/no)  **Note:** If you do not have a Bachelor’s degree, you will not qualify for the position. Please provide legible copies of your college/university transcript in your application packet. Include copies of transcripts for any post graduate degrees if that is also being used to meet the qualifications. Copies of diplomas are not acceptable in lieu of college transcripts.

2. Describe your experience in an institution of higher education noncredit and/or credit Admissions, Registration and Records Department. Please include employer names(s), position title(s), dates of employment, full-time or part-time status (hours per week), and your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.

3. Describe your training and experience in credit and/or noncredit Admissions & Records, Assessment, Orientation, and Counseling. Please include employer names(s), position title(s), dates of employment, full-time or part-time status (hours per week), and your roles and responsibilities. Please indicate if the experience was at an institution of higher education. Please provide your total years of full-time equivalent experience in this field.

4. Describe your supervisory or management experience.

5. Please describe your technology skills in the MS Office Suite, administrative software program (such as Datatel, Banner, PeopleSoft) and other advanced technology.

6. Please describe your experience with student educational plans.

- **A list of six (6) references** with their names, titles, business and home telephone numbers. The list should include two (2) current and two (2) former supervisors, one (1) subordinate, and one (1) community or business representative. All references (except for former supervisors) must be within the last five (5) years. References will not be contacted without the applicant’s knowledge.
- **Letters of Reference** are optional.
- **Confidential Recruitment Source Information** (optional).

Applicants are encouraged to apply online. If you need assistance with the application process, contact:

Human Resources Office at (661) 362-3427
For hearing impaired call TTY/TDD (661) 362-5178
Or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that the official application packet is fully and correctly completed. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Résumés may not be substituted in lieu of the official, original application form.

The College is expecting to conduct initial interviews the weeks of May 25, 2015 and June 1, 2015 and conduct final interviews the weeks of June 1, 2015 and June 8, 2015. This is an estimated timeline, and is subject to change.

Notes:

- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact:

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

COLLEGE OF THE CANYONS
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu

Redefining Community College Since 1969