

# Barstow Community College District

## JOB DESCRIPTION

### **POSITION: ADMISSIONS, RECORDS AND FINANCIAL AID MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the Vice President for Academic and Student Success. The admissions, records and financial aid Manager is responsible for all admissions, records and financial aid functions, including enrollment and registration processes, records management, local, state and federal reporting and compliance with both education code and Board policy requirements. The Manager is also responsible for program development and review in each of these areas of responsibilities as well as maintenance of the highest quality service to students.

#### **REPRESENTATIVE DUTIES:**

Create and maintain effective admissions, records and financial aid procedures and processes.

Maintain and manage all student records, including attendance, grade, census, academic and other.

Prepare and submit state and other reports as required.

Collect, analyze and report student data as directed.

Train, assign, supervise and evaluate admissions, records and financial aid personnel.

Interpret and apply federal, state and local policy and guidelines with respect to admissions, records and financial aid.

Work with the Matriculation Officer to effectively coordinate admissions and records related components of the matriculation function.

Maintain currency with respect to admissions, records and financial aid laws, policies and procedures.

Maintain an active presence in regional admissions, records and financial aid groups.

Prepare and manage budgets for all areas of responsibility.

Provide required support for counseling appointment and record keeping needs.

Review all printed materials for admissions, records and financial aid as required.

Serve on division, department and campus committees.

Conduct program reviews.

Participate in staff development activities.

Serve as evening supervisor with other administrative/management personnel on a rotational basis.

Perform other work related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of :**

Principles and practices of management, supervision and training.

Admissions, records and financial aid operational procedures and practices.

Federal, state and local laws, regulations and policies relating to admissions, records and financial aid.

Records management standards.

California community college regulations and policies relating to admissions, registration, attendance, record-keeping, and financial aid functions

Modern office practices and equipment including computer data entry, retrieval and processing.

Academic standards and units of academic exchange.

Budget preparation and control.

Customer service issues and practices.

### **Ability to:**

Manage admissions, records and financial aid services in accordance with applicable policies and statutes.

Assure internal controls are established, maintained and documented in compliance with organizational directives.

Meet schedules and time lines.

Work confidentially and with discretion.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Gather and accurately report data.

Supervise, train and direct the work of other employees.

Interpret and act on State and federal policy and guidelines relating to admissions, records and financial aid.

Prioritize and schedule work.

Enter data, maintain records and generate reports.

Demonstrate a sensitivity to and an understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

## **EDUCATION & EXPERIENCE:**

A Bachelor's degree in business administration, human resources, public administration, personnel management or related field and three or more years of increasingly responsible experience in admissions, records and financial aid management in higher education within the last six years. A Master's degree is preferred.

## **WORKING CONDITIONS:**

### Environment:

Demanding office environment.

### Physical Abilities:

Sitting at a keyboard for extended periods of time, carrying boxes and other registration materials, bending at the waist, lifting objects weighing up to 14 pounds, and hearing and speaking to exchange information and make presentations.

## **CONDITIONS OF EMPLOYMENT**

A full-time, 12-month, classified management position. Indexed to placement on the Administrative and Management Salary Schedule at the Manager II level. This position is subject to evening hours and weekends.