



Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Management Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Monday, August 28, 2017 @ 4:00 p.m.

### *Director of Admissions & Records ~ Search Extended*

Educational and Classified Administrator Salary Schedule Grade 13 (\$68,113.00 to \$92,332.00). The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental and vision for the employee and dependents, and life insurance for the employee.

#### GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

#### GENERAL RESPONSIBILITIES

Under the direction of the Dean of Student Success, plans, organizes, controls and directs the processes and operations of the offices of Admissions and Records including admissions, registration, records management, degree evaluation, articulation, certificates, transfer and graduation in accordance with state and federal codes and regulations and District policies and procedures. Supervises the maintenance and custody of student records. Serves as the departmental expert in technology, including database analysis, specifications, modifications, management, testing and training. Supervises and evaluates the performance of assigned personnel.

*Please refer to the Taft College website to view the complete job description.*

#### Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on our website under Jobs and EdJoin.**

#### Websites:

[www.taftcollege.edu](http://www.taftcollege.edu)  
[www.edjoin.org](http://www.edjoin.org)

#### Human Resources Department

#### Summer Hours:

Monday - Thursday  
7:00 a.m. - 5:00 p.m.  
Friday  
Closed

## **PRIMARY DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed.*

Plans, organizes and directs District admissions, enrollment, registration and records policy and procedures.

Establishes, secures, directs and automates the retention/destruction of student records in accordance with District guidelines and state and federal regulations.

Disseminate, review, maintain and submit instructor records related to attendance and grades. Provides up-to-date procedures for academic and attendance accounting regulations to faculty; and ensures collection of faculty data according to prescribed deadlines.

Establishes and verifies census, drop and withdrawal deadlines in accordance with Title 5 Regulations; develops and prepares appropriate enrollment data and attendance reports as required or requested by the District and the state.

Coordinates communications, department personnel, and information to meet student enrollment needs. Resolves student application, enrollment, registration issues, conflicts and discrepancies in a proper and timely manner. Communicates with Admissions and Records end users regarding updates, changes, and all programming in the student information system.

Develops, interprets and delivers effectively structured academic support services such as admissions, registration, processing of grades, maintenance of student and course records, verification of student enrollment, certification of graduation, production of transcripts and diplomas. Interprets and communicates policies regarding evaluation and general certification for counseling, advising staff and students. Works closely with counselors and advisors developing and interpreting the Degree Audit System. Provides training as necessary.

Maintains an efficient system of compiling student records, requests for incoming and outgoing transcripts and all legal requests for student records.

Manages the review, processing and awarding of certificates, degrees, and transfer certification for students.

Researches, analyzes, and develops enhancements of automated systems related to admissions, registration, records, graduation, and online services; maintains current knowledge of hardware and software capabilities; contributes to long-range District technological planning decisions.

Prepares ongoing program reviews, ensures compliance with matriculation regulations; develops student learning outcomes processes, is the lead for graduation and conduct studies as required.

Analyzes, creates and recommends new policies, procedures, forms and plans facilities usage for the admission and registration of students.

Coordinates admissions and registration activities with appropriate departments, faculty and staff. Oversees the preparation of instructor packets, drop rosters, rosters and grades as directed.

Interprets and applies state and federal laws, rules, regulations, and District policies relating to admissions, residency, registration, and records. Serves as the expert on FERPA for the District.

Participates in the enrollment management process by reviewing and reporting enrollment patterns, enrollment data, statistics, comparisons, completion trends and other related reports as required to appropriate administration and departments.

Develops and coordinates the Student Services sections of the District catalog, schedule of classes, and Admissions & Records webpages.

## **PRIMARY DUTIES AND RESPONSIBILITIES, continued**

Supervises and participates in the input of enrollment data into an assigned computer system. Establishes and maintains automated records and files. Assures accuracy, data integrity, and completeness of input and output data and related Admissions & Records transactions. Develops queries and generates computerized reports for Admissions and Records. Disseminates information to faculty and staff as needed.

Compiles data for mandatory reports related to enrollment, attendance, grades, graduation, student demographics, and submits reports to on-campus, state, federal, and other agencies as required.

Supervises, coordinates, trains and evaluates the performance of assigned personnel. Assign employee duties and reviews work for compliance with established requirements and procedures. Develops, implements and conducts staff training sessions.

Assists in the development and preparation of the annual preliminary budget for Admissions & Records. Analyzes and reviews budgetary and financial data; prepares, documents and justifies budget requests; control and authorizes expenditures.

Assists with the development and implementation of goals, objectives, policies and priorities for Admissions & Records functions and processes.

Establishes and maintains liaisons with other community colleges, four-year colleges and professional organizations to coordinate policies and procedures on admissions, registration, and transfer of students. Attends meetings, conferences, seminars and other gatherings to keep informed of policy changes.

Communicates with the Dean of Student Success and the Vice President of Student Services and appropriate departments, administrators and staff concerning admissions, registration, and graduation deadlines, state audit regulations, statistics, and changes in state regulations.

Responsible for the development, monitoring, and evaluation of enrollment priorities, exemptions, and the priority registration schedule.

Provides assistance to the Admissions and Records staff in diagnosing and resolving problems associated with the administrative software, integrated programs, and web-based programs. Becomes an expert in administrative software file structure to ensure data integrity for complex reporting requirements.

Serves as the project manager for Admissions and Records programs or for modifications to existing programs from inception, development of programming specifications, to implementation, training, and on-going maintenance.

Coordinates and oversees all testing of the student database and all associated programs within the Admissions and Records department. Acts as a liaison between Admissions and Records and IT.

Oversees, coordinates, and tracks the admission, registration, hours and grades of off-site programs.

Responsible for international student admission and federal compliance with SEVIS reporting requirements. Serves as the Primary Designated School Official (PDSO) with Homeland Security.

Provides departmental participation in Student Success and Support Program such as admissions and graduation.

Serves on various District committees as appropriate.

Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

1. An earned Bachelor's degree or equivalent from an accredited institution and five (5) years of full-time equivalent experience in college admissions, registration and records or any equivalent combination of training and experience in another student services area, three (3) of which with increasingly responsible supervisory full-time equivalent experience. A post-graduate degree may substitute for up to one year of experience. Demonstrate sensitivity to, and respect for, the diverse academic, socio-economic, ethnic, cultural, disability, religious background, and sexual orientation of community college students. OR
2. An earned Associate's degree or equivalent from an accredited institution and seven (7) years of full-time equivalent experience in college admissions, registration and records or any equivalent combination of training and experience in another student services area, three (3) of which with increasingly responsible supervisory full-time equivalent experience. Demonstrate sensitivity to, and respect for, the diverse academic, socio-economic, ethnic, cultural, disability, religious background, and sexual orientation of community college students.

## **DESIRED QUALIFICATIONS**

Banner experience, preferably at the community college level.

Demonstrated experience with complex computerized interactive student database systems.

## **PHYSICAL REQUIREMENTS**

1. Ability to stand and circulate for extended periods of time.
2. Ability to work at a desk, conference table or in meetings of various configurations.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed materials and observing students.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to reach in all directions.
7. Ability to lift and carry 25 lbs.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

## **PAY RANGE**

The salary range for the position is \$68,113.00 - \$92,332.00. The successful applicant will be offered a starting salary within this range commensurate with qualifications and experience.

## **SUPERVISION**

Direct supervision is received from the Dean of Student Success.

## **HOURS & TERMS OF EMPLOYMENT**

Assignment is typically 40 hours per week and 12 months per year. Assignments are typically 40 hours per week and 12 months per year. May require evening, over-time, holiday or weekend hours throughout the year. Work is generally performed indoors.

## **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

## **APPLICATION PROCEDURE**

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application or online Edjoin application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Transcripts (unofficial acceptable).
5. Three (3) letters of recommendation, current within the last year, addressing your professional and interpersonal skills.

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

Paper applications need to be hand delivered or mailed to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

Management online application submission: [www.edjoin.org](http://www.edjoin.org)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

## **APPLICATION DEADLINE**

To be assured full consideration, complete application packets should be in the Human Resources Department by **Monday, August 28, 2017 @ 4:00 p.m.** It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

## **INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

## **MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*