



Now Accepting Applications for:

# Director of Admissions & Records



## OUR MISSION

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 learning environment defined by applied knowledge leading to students' achievement of their educational goals.

## OUR VALUES

1. **Students and their success.**
2. **A learning community with teaching excellence.**
3. **An environment conducive to learning, fairness, dialogue, and continuous improvement.**
4. **A communicative, collaborative, collegial, and respectful culture.**
5. **A partnership of students, faculty, support services, and community.**
6. **Innovation, diversity, creativity, and critical thinking.**
7. **Academic, financial, personal, and professional integrity.**
8. **Employees and their professional development.**
9. **A transparent, accessible, participative governance structure.**

## ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

**Taft** is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

**Taft College** offers 52 Associate Degrees, 15 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 19 Certificates of Achievement and 14 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



# Create Your Future With Us



## **ABOUT US**

Taft Junior College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956, a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

## **POSITION DESCRIPTION**

Under the direction of the Dean of Student Success, the Director plans, organizes, controls, and directs the processes and operations of the offices of Admissions & 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.



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# Position Description

*The following is a representation of the duties for this position. It is not meant to be an exhaustive list of all responsibilities.*

- Plan and execute admissions, enrollment, registration, and records policy and procedures to ensure compliance with governing regulations.
- Establish census, drop, and withdrawal deadlines in accordance to Title 5 requirements.
- Develop, interpret, and deliver academic support services.
- Provide guidance regarding policies on evaluation and certification for counseling, advising staff, and students.
- Maintain a system for managing all legal requests for student records.
- Manage the review, processing, and awarding of certificates, degrees, and transfer certifications.
- Research, analyze, and develop enhancements of automated systems supporting admissions, registration, records, graduation, and online services.
- Prepare ongoing program reviews, ensure compliance with matriculation regulations, develop student learning outcomes processes.
- Participate in the enrollment management process.
- Develop and coordinate the Student Services sections of the District catalog, schedule of classes, and Admissions & Records webpages.
- Manage the admissions and records process, ensuring the integrity and completeness of input and output data.
- Prepare and submit reports to on-campus, state, federal, and other agencies as required.
- Assist in the development and preparation of the annual preliminary budget for Admissions & Records.
- Develop and implement goals, objectives, policies, and priorities for Admissions & Records functions and processes.
- Coordinate and oversee testing of the student database and associated programs within the Admissions & Records department.
- Manage international student admission process and federal compliance with SEVIS reporting requirements.



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# QUALIFICATIONS

## MINIMUM QUALIFICATIONS

- Bachelor's Degree and 5 years of full-time equivalent experience in college admissions, registration, and records or similar level of experience OR; Associates Degree and 7 years of full-time equivalent experience in college admissions, registration, and records or similar level of experience AND;
- Three (3) years of increasingly responsible supervisory full-time experience.
- Demonstrated experience with complex computerized interactive student database systems.
- Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

## DESIRED QUALIFICATIONS

- Experience with Banner, preferably at the Community College level.

## COMPENSATION

The salary range for the position is a Grade 14 with a range of \$74,603.00-\$101,129.00. A doctoral stipend of \$3,771.00 is available for those meeting the educational criteria.

West Kern Community College District offers a comprehensive fringe benefits program that includes District paid medical, dental and vision coverage for all employees and their dependents, as well as a generous vacation plan. Employees are eligible for membership in either CalPERS or CalSTRS retirement systems.

## EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



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# APPLICATION PROCESS

*Applications will be accepted until November 19, 2018.*

## REQUIRED MATERIALS FOR APPLICATION:

1. Completed Management Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current resume.
4. Complete transcripts of all lower and upper division and graduate level college/university coursework (unofficial is acceptable).

## SUBMIT APPLICATION MATERIALS TO:

- Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

## FOR MORE INFORMATION:

- Please visit: [http://www.taftcollege.edu/human-resources/job\\_opportunities/](http://www.taftcollege.edu/human-resources/job_opportunities/)
- Call: 661-763-7900
- Email- [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)



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