VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT REGISTRAR

BASIC FUNCTION:

Under the direction of the Registrar, assist in the day-to-day supervision of the activities of the Office of Admissions & Records; assist in the preparation of Federal, State, and District student enrollment and attendance accounting reports.

REPRESENTATIVE DUTIES:

Assist in the planning, organizing, and supervision of the activities and the Office of Admissions & Records, including admissions, residence determination, registration, records, veterans, attendance accounting and reporting. E

Assist in the coordination, acceptance and processing of student applications, program adjustments, grading, and other admission and enrollment activities, including veterans, audits, and athletic eligibility; assist with the supervision of on and off-campus registration activities. E

Assist with the training and supervision of assigned staff; coordinate, schedule and assign duties; assist in the hiring, training, and supervision of full-time regular Admissions & Records Office classified staff and additional clerical support and student personnel; provide input in performance evaluations as directed. E

 Compile and verify information; prepare and maintain records and reports; assure compliance with Federal, State, and District laws, regulations, and policies. E

Receive and provide information to other District departments, staff, students, outside organizations and the public regarding admissions and records policies and procedures. E

Assist with compiling and verifying data for a variety of reports. E

Discuss a variety of sensitive and confidential matters with students, faculty, staff and the public. E

Coordinate with Information Systems and other staff to facilitate admissions, registration, and record-keeping systems.

Coordinate the maintenance and repair of computer hardware as needed; maintain inventory of specialized computer forms, order office supplies and equipment as required.

Assist in the general administration of office functions including the development of the departmental budget.

Assume responsibility of the Registrar in the absence of the Registrar.

Perform related duties as assigned.

Established October 1997
ASSISTANT REGISTRAR (continued)

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Admissions, records and registration policies and procedures
- Operations, procedures, utilization, and functions of electronic data processing systems applicable to admissions, records and registration
- College residency laws and procedures
- District organization, operations, policies and objectives
- Modern office practices
- Record-keeping techniques
- Oral and written communications skills
- Interpersonal skills
- Reporting requirements
- Applicable laws and regulations
- Federal, State and local laws and regulations

ABILITY TO:

- Coordinate activities with information systems personnel
- Read, interpret, apply and explain admissions, records and registration rules, regulations, policies, and procedures and federal and State regulations
- Meet schedules and time lines
- Plan and organize work
- Establish and maintain cooperative and effective working relationships
- Train and provide work direction to others
- Compile and accurately report statistical data
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Work with confidential data
- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Operate a variety of office machines including a computer terminal and typewriter
- Federal, State and local reporting requirements

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in Business, Public Administration or other related field and three years experience in a student services area including at least one year in Admissions & Records.

WORKING CONDITIONS:

ENVIRONMENT:

- Admissions and Records Office environment
- Constant interruptions and frequent interaction with students, staff and the public
Occasionally required to work overtime, nights, and/or weekends

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment
Sit for extended periods of time
Hearing and speaking to exchange information
See to read and review documents
Light lifting of materials
Reach to file and retrieve records