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# YUBA COMMUNITY COLLEGE DISTRICT

*Human Resources Development and Personnel Services*

*Building 100A, Room 21*

*2088 North Beale Road, Marysville, CA 95901*

*TTY: (hearing impaired): (530) 634-7760*

*Visit our Web Site at: [www.yccd.edu](http://www.yccd.edu)*

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## MANAGEMENT VACANCY - CLASSIFIED SUPERVISOR

CATEGORICALLY FUNDED – POSITIONS CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

**POSITION:** DIRECTOR OF ADMISSIONS AND ENROLLMENT SERVICES  
(2 POSITIONS, ONE AT YUBA COLLEGE, ONE AT WOODLAND COMM. COLLEGE)

**DEPARTMENT:** ADMISSIONS AND RECORDS

**FINAL FILING DATE:** TUESDAY, FEBRUARY 17, 2009 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

**LOCATION:** \*SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE & WOODLAND COMM. COLLEGE

**SALARY:** \$73,088 - \$84,655/YR. (Range 28, YCMA Management Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$98,215/YR.)

**COMMENCING:** As Soon As Possible

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**BASIC FUNCTION:** Under the general direction of the designated college administrator (Vice President or Dean), the Director of Enrollment Services is responsible for the coordination, management and operations of enrollment, community outreach and attendance accounting services of the college. Major duties include the coordination of the key resources of the college associated with matriculation functions related to admissions, attendance accounting, admissions, technology for admissions and registration processes, registration, research and data related to enrollment. Additionally, the incumbent will provide supervision, hiring, training and evaluation for designated staff; provide technical expertise, direction and implementation of new software and hardware technology; be responsible for proper accounting of all college enrollment fees and tuition collection, and ensure minimum exposure to error or misappropriation; and prepare and monitor budget compliance for the Admissions and Enrollment Services unit.

**DISTINGUISHING CHARACTERISTICS:** The Director of Admissions and Enrollment Services will provide administrative leadership, direction, and policy development in those areas of responsibility for all college sites; under the general direction of the Vice President of Academic & Student Services or Dean of Student Services, has major responsibility for the interpretation and implementation of policies and procedures, including the selection and evaluation of staff and program budget development and monitoring. Prepare, recommend and implement goals and objectives of Admissions and Enrollment Services office to achieve the strategic directions of the College and the District; plan, direct and evaluate the areas of information, admissions, enrollment and matriculation services. In addition, the Director adjudicates student petitions and appeals for waiver of College rules and regulations.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Supervise, evaluate and promote the development of enrollment services support staff; provide technical guidance to support staff in the immediate student services area; assess training and development needs of the support staff.
- Supervise the preparation and distribution of information to faculty regarding deadlines (e.g. census to purge rosters for attendance reporting, final grade deadlines, incomplete, credit/no credit).
- Interpret, coordinate and implement all Board policies, pertinent requirements of Title 5, the California Education Code and Federal regulations that affect the admission, enrollment, matriculation components related to admissions, residency determinations, and attendance accounting practices of the District.
- Supervise and coordinate registration process, including hiring and training permanent and temporary personnel.
- Supervise & coordinate enrollment services procedures including determining and approving changes of residency according to the Education Code and Title 5.
- Responsible for the maintenance and integrity of all student academic records including but not limited to student degree audit, certifications, transcript services, records management, data imaging of records, transfer credit evaluations and athletic eligibility verification requirements.
- Oversee the collection of data for the attendance accounting reports for state federal and local agencies.
- Prepare state attendance accounting reports including the CCFS-320 report.
- Oversee the collection and maintenance of rosters and grades from faculty.
- Assist the Vice President of Academic and Student Services or Dean of Student Services by conducting research for reports, surveys and correspondence necessary in support of the Admissions and Enrollment Services Office.
- Prepare and monitor department budget.
- Adjudicate student petitions and appeals for waiver of college rules and regulations. Receive, assess and resolve student complaints.
- Adhere to, and enforce, the policy/procedures for course prerequisites on courses.
- Oversee changes requested to students' records, including name changes, grade changes, social security numbers, etc.
- Receive and process all departmental requests to release district holds on student records.
- Verify process and respond to all requests made in conjunction with the Solomon Amendment and subpoenas.
- Interpret requirements of FERPA, California Education Code, and Title 5 pertaining to college policies regarding admissions, registration, grading, records and other related materials as required by faculty, staff and students.
- Develop and coordinate the student services sections of College publications including the college catalog, class schedules and website.
- Attend regional and state meetings as necessary; represent the College in local, regional, statewide and national meetings and committees.
- Develop department Student Learning Outcomes (SLOs).
- Coordinate program review and frequent assessment of department activities.
- Coordinate and support enrollment management efforts at the college, coordinate this function in support of the College instructional, counseling, strategic enrollment planning, public relations initiatives, and community outreach and innovative registration programs.
- Stay current on Title 5 Regulation changes and updates college policy as necessary.
- Manage online enrollment services.
- Oversee international Student Admissions.
- Coordinate with the Information Technology Department regarding various departmental needs and requirements for data processing utilization.
- Coordinate with instructional areas regarding policies and questions from faculty, staff and students related to student services.
- Plan and facilitate working relations with College and District departments and staff for successful enrollment services.
- Responsible for student enrollment fee & tuition collection, accounting, reconciliation, auditing & refund processing in cooperation w/ the Business Office.
- Provide technical expertise in computer utilization and testing, program modification, and related report systems. Stay current in new software/hardware development and make appropriate recommendations for upgrades to computing services.
- Participate on the committee for the planning, developing and implementation of the College academic calendar. Integrate Board approved calendar for appropriate admissions and enrollment services process (i.e. Schedule of Classes; College Catalog; website information).
- Maintain internal control of cash handling procedures to ensure minimum exposure to error misappropriation.
- Perform other duties as assigned.

**KNOWLEDGE OF:**

- Federal and state laws, policies and regulations relating to the admissions and registration of college students
- Key operation of a fully integrated Admissions and Records office including admissions, enrollment, records, attendance accounting, requisitions, and matriculation functions
- An understanding of data processing systems and equipment
- Title 5, FERPA, CCS-320, student fees, and attendance accounting policies and board policy
- Staff hiring, supervision and evaluation procedures
- Management skills including planning/development/implementation, supervision, budgeting procedures and broad understanding of critical human relation principles in relation to a diverse clientele
- Report preparation and record keeping, including computer record keeping technologies in relation to Admissions and Records procedures
- Computer data entry and retrieval
- Key strategic enrollment services planning and evaluation

**ABILITY TO:**

- Communicate accurate attendance accounting procedures
- Plan and organize large, complex tasks; supervise the work of assigned staff
- Relate effectively with a wide diversity of students, faculty, staff and community members
- Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills
- Communicate clearly, both orally and in writing
- Demonstrate sensitivity to and respect for a diverse population
- Monitor the grade and attendance accounting procedures
- Understand and apply District/State policies and rules
- Take a leadership role in developing and deploying technology-based academic records services
- Make independent judgments within established guidelines
- Supervise assigned personnel, assign workload and provide staff training as required

**MINIMUM QUALIFICATIONS:** Any combination equivalent to: Bachelor's degree or equivalent from an accredited college or university and three (3) years of increasingly responsible experience in research, analysis and/or review in at least one student services program area (Enrollment Services, Counseling, Financial Aid, and/or Student Activities) or in a related field which demonstrates the knowledge, skills and abilities necessary to meet the performance of the student services program area; experience in a supervisory capacity involving enrollment services development and evaluation. Must possess a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

**REQUIRED DUTIES:** Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

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\* This position is anticipated to be assigned to Yuba College and Woodland Comm. College but may be assigned temporarily or permanently within the District.

**IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION,** please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

**WORKING CONDITIONS:** Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

**INTERVIEW:** A candidate selected for interview will be required to visit Yuba College or Woodland Comm. College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

**FOREIGN TRANSCRIPTS:** Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

**PRE-EMPLOYMENT REQUIREMENTS:** All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

**EQUAL EMPLOYMENT:** Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

**BENEFITS/SALARY:** The District offers a comprehensive benefits package for employees and dependents, valued at over \$13,000 annually with currently no out of pocket expenses to employees or dependents for monthly premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security OR the State Teacher's Retirement System (STRS), 457/403b options, 22 vacation days, 3 Administrative days, 3 Non-duty days, 2 Floating Holidays, 12 sick days and 20 holidays. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 5 OF THE YCMA SALARY SCHEDULE.**

**APPLICATION PROCEDURE & DEADLINE:** A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901. Or you may call our TTY line at (530) 634-7760 OR visit our Web Site at [www.yccd.edu](http://www.yccd.edu) It is the sole responsibility of the applicant to ensure that all application materials are received by the final filing date in the Human Resources Office by **TUESDAY, FEBRUARY 17, 2009 BY 12:00 NOON.**

All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed, incomplete and/or late applications will not be forwarded for further consideration.

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PERMIT NO. 242

Personnel Services  
2088 North Beale Road  
Marysville, CA 95901

