

Position Information	
<b>Title</b>	<b>Director of Matriculation</b>
<b>Job Category</b>	Management
<b>Position Number</b>	
<b>Location</b>	
<b>Job Description</b>	<p>WOODLAND COMMUNITY COLLEGE</p> <p>Your College, Your Future • Tu Colegio, Tu Futuro</p> <p>2300 E. Gibson Road</p> <p>Woodland, CA 95776</p> <p>Visit us at: <a href="http://www.wcc.yccd.edu">www.wcc.yccd.edu</a></p> <p>*Woodland Community College is seeking a courageous and visionary leader to successfully lead the College Matriculation development and programs. Woodland Community College is considering applicants from across the nation who have a demonstrated track record of success for leading institutions through systematic change. Woodland Community College is a federally designated Hispanic Serving Institution and approximately serves 7,600 students.*</p> <p><b>BENEFITS:</b></p> <p>The District offers a comprehensive benefits package for employees and dependent, valued at over \$24,000 annually with a \$310.50 monthly out of pocket expense 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 State Teacher's Retirement System (STRS), 457/403b options, 12 sick days, 22 vacation days, 223 day/12-month contract.</p> <p><b>ABOUT THE POSITION:</b></p> <p>Under the direction of the Dean of Student Services, the Director of Matriculation is responsible for planning, organizing, coordinating, and supervising all aspects of the college's matriculation processes, including application, course registration, orientations, outreach and student engagement, dual enrollment matriculation, and counseling/advising, with the goal of increasing student access and success for all students. The Director of Matriculation is also responsible for the development of procedures and policies to increase the effectiveness of the college's matriculation services and ensure student needs are met. This is an academic supervisory position. The Director of Matriculation is responsible for supervising staff and faculty in General Counseling, Admissions and Records, and the Office of Student Engagement and Outreach. Woodland Community College is a federally recognized Hispanic Serving Institution (HSI).</p>
<b>Job Duties</b>	<p><b>REQUIRED DIRECTOR OF MATRICULATION LEADERSHIP COMPETENCIES:</b></p> <p>*Deep Commitment to Student Access and Success:* Under the direction of the College Vice President and the Dean of Student Services, the Director of Matriculation is responsible for improving the quality of life and the economic well-being of our citizens and communities by providing access to a quality learning environment and fostering high levels of access and success for all students.</p> <p>*Willingness to Take Significant Risks to Advance Student Success:* Under the direction of the Dean of Student Services, the Director of Matriculation will connect the institutional strategy of driving student access and success with the operations of the Student Services and Instructional units.</p>

**\*The Ability to Create Lasting Change within the College:\*** Under the direction of the Dean of Student Services, the Director of Matriculation will be committed to identifying gaps in student outcomes on the basis of factors such as race, ethnicity and gender, and then mobilize the College to improve results.

**\*Strategic Vision for the College and Its Students, Reflected in External Partnerships:\***

Under the direction of the Dean of Student Services, the Director of Matriculation will leverage the institution's influence and resources to pave the way for ongoing student access and success by forging partnerships with outside entities, including K-12 school districts, four-year colleges, community-based organizations and employers.

**\*Raise and Allocate Resources in Ways Aligned to Student Success:\*** Under the direction of the Dean of Student Services, the Director of Matriculation will develop resources to achieve significantly improved student outcomes by implementing well-designed institutional changes at scale, and ensuring they are embedded for the long term.

#### REQUIRED DIRECTOR OF MATRICULATION MANAGEMENT COMPETENCIES:

- Plan, organize, develop, implement and supervise all aspects of the college's matriculation service delivery, including admission and registration, outreach and student engagement, dual enrollment, assessment and counseling.
- Develop and update procedures and policies, in coordination with appropriate district and college personnel, to increase the effectiveness of the college's application and course registration processes, assessment, orientation, counseling, outreach and student engagement functions.
- Supervise staff in the Admissions and Records Office, Counseling Office, and Student Engagement and Outreach Office.

• Ensure matriculation services are provided in accordance with district policies, Title 5 regulations, California Education Code, and federal requirements for the provision of Student Success and Support Program (SSSP) services.

#### RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Plan, organize, and direct a variety of programs, projects and activities related to the matriculation processes, including, but not limited to, admissions and records, counseling, outreach and student engagement, assessment, and dual enrollment as it relates to the Student Success and Support Program and applicable state and federal policies and laws.
- Interpret and implement federal and state regulations governing matriculation service delivery, including admissions and records, assessment, orientation, counseling, and dual enrollment.
- Provide technical expertise regarding assigned functions; formulate, develop, and enforce policies, procedures and forms for use by the Admissions and Records Office, Counseling Office, and Office of Student Engagement and Outreach.
- Develop and implement long and short-term plans and activities.
- Complete program reviews, in coordination with appropriate faculty and staff, develop and implement Student Learning Outcomes/Administrative Unit Outcomes and assessments, for matriculation services and programs, such as A&R, student outreach and engagement, assessment, and counseling.
- Ensure matriculation services provided are of high quality, accessible, and meets student needs.
- Support and oversee student communication efforts related to matriculation/SSSP service delivery, through the use of written, verbal, online, email, and social media communications.
- Direct the preparation and maintenance of a variety of clear and concise narrative and statistical reports, records and files, and make recommendations; collect and analyze data.
- Prepare and submit to the matriculation services and programs segment of the college catalog and schedule of classes.

- Maintain current knowledge of regulations; develop and implement policies and procedures to comply with changes in regulations, law and college needs.
- Employ the shared governance process when introducing new registration initiatives that could impact students, faculty and the community.
- Communicate with other administrators, District personnel and others to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as resource for staff, faculty and community regarding matriculation policies or issues.
- Implement college policies, including matriculation components, student evaluation of academic records and transcripts, probation and dismissal, and others.
- Assist with the selection of new staff; train, supervise, evaluate the performance of assigned personnel; coordinate and arrange for appropriate training of subordinates; provide technical direction and guidance; counsel and discipline employees as needed; develop work and vacation schedules to assure appropriate staffing levels and workloads.
- Coordinate Matriculation activities with instructional divisions and departments, institutional research, and Business Services and Information Technology Services.
- In collaboration with the Dean of Student Services, assist in the development, preparation, and monitoring of the annual budget for areas of oversight and ensure expenditures are in compliance with federal, state, and district policies and procedures.
- Plan, organize, and coordinate matriculation activities for the Woodland, Lake, and Colusa campuses in coordination with appropriate district and college personnel.
- Plan and coordinate provision of matriculation services in support of dual enrollment, ESL, and Adult Education program delivery.
- Plan and coordinate the college's First Year Experience program, Early Alert, and other programs related to matriculation designed to increase student access, retention, and completion.
- Coordinate internal and external audits with District's auditor to ensure 100% compliance with SSSP Title 5 requirements and guidelines.
- Develop and implement processes and procedures to support changes in regulations, college policies, and student needs. Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Support and assist in the implementation of recruitment programs and high school articulation.
- Perform related duties as assigned.

#### KNOWLEDGE OF:

- Laws, policies and regulations related to community college the title 5 and California Education Code requirements related to the Student Success and Support Program, including admissions, records, registration and graduation requirements, assessment, counseling, and orientation.
- Budget preparation and oversight.
- Student services programs.
- College matriculation services, including counseling and advisement, orientation, assessment, outreach and student engagement.
- Principles and practices of personnel management training and supervision.

	<ul style="list-style-type: none"> <li>• Thorough knowledge of the Family Education Rights and Privacy Act regulations.</li> </ul>
<b>Required Qualifications</b>	<p>MINIMUM QUALIFICATIONS: The successful candidate, by the final filing date, must possess the minimum qualifications for Educational Administrators at California Community Colleges:</p> <ul style="list-style-type: none"> <li>• Possession of a master's degree; and</li> <li>• One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.</li> <li>• Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.</li> </ul> <p>institutions.</p> <ul style="list-style-type: none"> <li>• Possession of a Master's degree; AND</li> <li>• One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.</li> </ul>
<b>Desired/Preferred Qualifications</b>	<p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> <li>• Familiarity with and sensitivity to the needs of minority students from multi-cultural backgrounds, especially within the context of working within an HSI</li> <li>• Supervisory/management experience in a California Community College setting. Familiarity with Ellucian's Colleague Student Information System (SIS) or other related SIS.</li> <li>• Three (3) years of increasingly responsible experience in student service program delivery including experience in a supervisory capacity at the college level.</li> <li>• General knowledge and understanding of community college matriculation services.</li> <li>• Bilingual ability is preferred.</li> <li>• Experience with retention strategies.</li> </ul>
<b>Physical Demands</b>	
<b>Special Conditions for Eligibility</b>	<p>PRE-EMPLOYMENT REQUIREMENTS:</p> <p>Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education</p>
<b>FLSA</b>	Exempt
<b>Range/Step</b>	Range 10, Educational Supervisors Association Salary Schedule
<b>Salary</b>	\$82,409 - \$115,343/YR.
<b>Benefits Information</b>	<p>The District offers a comprehensive benefits package for employees and dependent(s), for positions whose FTE is .60 or higher, valued at over \$20,000 annually with a current a \$266.50 monthly out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the State Teacher's Retirement System (STRS), 457/403b options, 12 sick days, 22 vacation days, 223 day/12 month contract.</p> <p>WORKING CONDITIONS:</p> <p>In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR:</p>

	<p>The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p>
<b>EEO Statement</b>	<p>As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.</p> <p>EQUAL EMPLOYMENT:</p> <p>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.</p>