

COMPTON COMMUNITY COLLEGE DISTRICT



EMPLOYMENT OPPORTUNITY FOR:

ASSOCIATE REGISTRAR

FLSA: EXEMPT
519050/33

FILING DATES: OPEN – JANUARY 10, 2022 / CLOSING – FEBRUARY 9, 2022

| | <u>Start</u> | <u>6 mos*</u> | <u>1 yr.</u> | <u>2 yrs.</u> | <u>3 yrs.</u> | <u>4 yrs.</u> | <u>5 yrs</u> | <u>6yrs.</u> | <u>7yrs</u> | |
|---------|--------------|---------------|--------------|---------------|---------------|---------------|--------------|--------------|-------------|---------------------|
| SALARY: | \$4913.90 | \$5158.39 | \$5416.66 | \$5687.06 | \$5971.32 | \$6271.19 | \$6584.92 | \$6912.52 | \$7259.19 | per month |
| HOURLY: | \$28.350 | \$29.760 | \$31.250 | \$32.810 | \$34.450 | \$36.180 | \$37.990 | \$39.880 | \$41.880 | per hour *probation |

POSITION DESCRIPTION:

Under the direction, assists in planning, organizing, supervising and coordinating the District's student registration, admissions and records maintenance operations and functions; plans, supervises, and oversees the operations and work of staff of the Admissions & Records; assists in developing and implementing policies and procedures pertaining to student enrollment, registration, records, special programs, and other related functions; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Admissions & Records. Exercises direct supervision over clerical and technical staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class in the records and admissions department. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of records and admissions staff involved in student registration, evaluation of transcripts and graduation requirements, maintenance of student records, and preparation of reports. Incumbents will oversee the Veteran's and International Student programs and are expected to independently perform the full range of admissions and records management duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Admissions & Records in that the latter has management responsibility for all admissions and records functions and activities of the District.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Organizes, implements, and administers admission and registration procedures for the District.
- Ensures the integrity, accuracy, confidentiality and security of all academic records of current and former students.
- Oversees the veterans' program as it pertains to Admissions & Records and serves as backup for the veteran's certifying official (VCO).
- Oversees the international students' program as it pertains to Admissions & Records and coordinates with the primary designated school official (PDSO) and other designated school officials (DSO) for international students.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff involved in student admission, registration, transcript and evaluation activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work procedures and in the operation and use of equipment and computer programs; implements procedures and standards.
- Resolves Admissions and Records office problems by exercising judgment and following established procedures.
- Oversees the Board of Governor's Fee Waiver appeals process.
- Provides information to students such as procedures for enrollment and registration, residency regulations, basic scholarship and registration requirements, program changes, withdrawals, and related District procedures and regulations.
- Performs the more complex and responsible admissions and records functions including but not limited to resolving residency issues, determining eligibility for AB540 status and evaluation of military, CLEP, AP and other forms of Prior Learning.
- Directs and participates in the preparation and maintenance of student enrollment records; oversees and assists in posting, updating, and filing grades and personnel records for enrolled students; researches, verifies and corrects processes and records, and other student data.
- Corrects and updates data processing reports to prepare enrollment and other statistical reports for use by the District, as well as State and Federal agencies.
- Serves as liaison for special programs such as Early College, First Year Experience, and Foster Kindship.
- Oversees the general petition process.
- Assists in the certificate evaluation process.
- Advises and provides in-service instruction to faculty members regarding standardization of grading and other record keeping methods including adherence to FERPA guidelines.
- Resolves special student admission issues such as foreign, out-of-district and out-of-state students.
- Confers with Deans, Instructors, Counselors, and other staff regarding the business of the office.
- Prepares records for Veterans' Administration, state and federal audits.
- Compiles information for subpoenas and assists the administration with labor grievances.
- Provides direction and training to lower-level staff during registration.
- Serves as the primary resource in the absence of the Director of Admissions and Records.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Federal, State, and local laws, regulatory codes, ordinances, and procedures related to Admission and Records functions for a community college.
- Record keeping principles and procedures.
- Requirements and curriculum of State colleges and universities.
- Preparation of budgets, applications, project proposals, and administrative reports.
- Basic administrative research techniques, mathematics, and statistics.
- Principles, practices, and techniques of effectively dealing with the public and public relations.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct admissions and records activities.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Learn, apply and explain the admissions and records rules and procedures of the college district.
- Provide information and assistance to students and staff.
- Maintain records and prepare reports.
- Work with diverse constituencies, individually and as a group.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain confidentiality of District files and records.

Education and Experience:

Bachelor's Degree in business management, public administration, education, or related field, and four (4) years of progressively specialized and complex admissions and records duties preferably in evaluation of student transcripts that require knowledge of federal and state regulations, including one (1) year of a lead worker or supervisory capacity.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PRE-EMPLOYMENT REQUIREMENTS/CLEARANCES

Criminal Justice Fingerprints.

Tuberculosis screening.

District pre-placement drug testing at District expense.

BENEFITS PACKAGE

Diversified medical, dental, vision and life insurance programs.

\$50,000 term life insurance plan and long-term disability insurance plans.

Benefits also include up to 22 vacation days and 12 sick days per year.

Staff members contribute a percentage of their monthly salary to the Public Employees' Retirement System (PERS) and, where applicable, to Social Security.

APPLICATION PROCEDURE:

Applicants must submit the following documents by the closing date:

1. Online application: [Compton Community College District - Administration - Human Resources](#)
2. Cover letter. (Letter of introduction highlighting your education and experience.)
3. Resume.
4. Pertinent transcripts (only in pdf format) as stated in the job qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE pdf document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

*Please Note: Documents uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

ALL APPLICATIONS MATERIALS MUST BE
SUBMITTED ONLINE AT:

[Compton Community College District - Administration - Human Resources](#)

REASONABLE ACCOMMODATIONS:

Any individual with a disability, who requires reasonable accommodation, may request assistance by contacting the Human Resources Office at (310) 900-1600 extension 2400, or completing form PC1105, a minimum of five (5) working days prior to closing date for this position.

SELECTION PROCEDURE

Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.

Applicants who meet the basic qualifications and who are also deemed to possess the highest degree of desirable qualifications will be invited to the college at their own expense. During the campus visit, each applicant will be tested and/or interviewed.

The Human Resources Office will rate responses to the questions or interview questions.

Based upon this rating, a small number will be invited to the campus a second time for an interview.

EMPLOYMENT INFORMATION:

To be considered in the initial committee review, all materials requested in this vacancy notice must be received no later than the filing deadline. Applicants wishing to apply for more than one position must submit separate materials for each position. The District does not return materials submitted an application for a position. SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY.

During the interview, consideration will be given to factors in addition to education and experience, including but not limited to professional development, ability to work with others, and commitment to meet student needs.

The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interview.

Applicants who are eliminated from consideration will be notified by letter or email. Candidates should not expect official notification of the status of their candidacy until the Special Trustee has acted upon the District's recommendation for employment.

The District reserves the right to extend the deadline, re-advertise the position, or to delay indefinitely filling this position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Staffing of this position is contingent upon the availability of funding.

ABOUT THE DISTRICT

Compton College (originally Compton Junior College) is a public community college offering a full complement of transfer and degree courses, as well as career and technical education. Enrolled students may earn an associate degree or certificate, transfer to a four-year university or train for a career.

Compton College is part of the Compton Community College District, which encompasses an area of about 29 square miles, making educational services available to nearly 300,000 residents of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. About 290 full- and part-time faculty teach more than 40 degree programs and 20 certificate programs.

HISTORY OF COMPTON COLLEGE

The Compton Community College District (CCCD) was established in 1927 as a component of the Compton Union High School District. In 1950, voters approved a bond issue separating the college from the high school district. Construction of the new college campus was completed on the present site. Classes began on the new campus in fall 1956.

In August 2006, the El Camino Community College District Board of Trustees approved a Memorandum of Understanding to provide educational and related support services to Compton Community College District residents.

On June 7, 2017, the Accrediting Commission for Community and Junior Colleges (ACCJC) granted initial accreditation status to Compton College. The action established Compton College as an accredited college within the El Camino Community College District.

Compton College was officially named the 114th California Community College through unanimous vote by the Board of Governors in July 2017. On August 29, 2018, California Community Colleges Chancellor Eloy Oakley issued Executive Order 2018-01 declaring Compton College will operate as an independent college under the authority of the Compton Community College District (CCCD) Board of Trustees effective June 7, 2019.

MISSION STATEMENT:

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

THE COMPTON COMMUNITY COLLEGE DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

Compton Community College District is an Equal Opportunity/Affirmative Action employer and does not discriminate in employment on the basis of sex, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States. For specific details on this policy, please contact Ibrahim Ali, EEO Compliance Officer, at (310) 900-1600, extension 2400.

IMPORTANT NOTICE

To be included in the initial screening, application materials must be received no later than 3:00 p.m. on the closing date.