



POSITION DESCRIPTION

TITLE: Associate Director, Admissions and Registration **CATEGORY:** Professional

FLSA STATUS: Exempt

GRADE: F

JOB SUMMARY: Assist the Executive Director in the overall administration and daily activities of the Admissions and Registration Office.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Direct and monitor the daily operations of a multi-campus Admissions and Registration Department. Assist Executive Director with planning and implementing short and long term department strategic goals.	30%
2. Understand, interpret, and implement rules and regulations at state and federal levels. Assist the Executive Director in developing, updating, and implementing college policies and procedures as needed for admitting and enrolling students. Keep staff abreast of current rules and regulations through staff training and development.	20%
3. Serve as the District's Primary Designated School Official (PDSO) to the Department of Homeland Security (Immigration Service) and Department of State (United States Consulate offices). Act as liaison with other internal departments and external entities such as Department of Homeland Security, Department of State, Department of Education, Texas Higher Education Coordinating Board, Texas Association of Collegiate Registrars and Admissions Officers (TACROA), Independent School Districts and other colleges and universities. Participate in various committees, professional trainings and industry conferences and conventions to remain up-to-date on immigration federal policy changes.	15%
4. Supervise the preparation and submission of all federal and state required reports and ensure compliance reporting deadlines imposed by all affiliate agencies to include Student and Exchange Visitor Information System (SEVIS).	10%
5. Responsible for personnel management activities for assigned staff, including recommendation for employment, supervision, performance evaluation; provide guidance and support concerning professional development.	10%
6. Conduct presentations and workshops promoting admissions and registration policies and procedures to other District staff and community organizations.	5%
7. Represent and perform job duties and responsibilities of the Executive Director in his/her absence.	5%
8. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Direct Supervision of staff assigned to work area.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree in Business Administration, Management or related field.

EXPERIENCE: Six (6) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:**
 - Ability to interpret complex federal regulations and write internal procedures to support external mandates;
 - Demonstrated ability to resolve complex issues;
 - Comprehensive knowledge of Immigration Form I-17, I-20, and F-1 Visa compliance requirements;
 - Comprehensive knowledge of current state and federal regulations pertaining to college admissions and generally accepted practices in enrollment/registration policies and procedures is required;
 - Must be able to understand the complex interaction between the functions of student support services (Admissions, Registration, and Bursar) and the Instruction Division (classroom and counseling services);
 - Must have the ability to devise and/or adapt procedures/policies to changing organizational needs;
 - Must be able to anticipate issues and take appropriate action to meet the need or to prevent problems from occurring, as well as to organize, direct and coordinate functions and tasks within a limited time frame;
 - Computer skills experience that demonstrate the ability to interpret data and enter reporting data requirements into a secure website;
 - Excellent written and verbal communication skills required;
 - Requires excellent listening skills and strong positive interpersonal skills to support effective interaction with students, parents, faculty, staff administrations and the general public;
 - Knowledge of F-1 Visa requirements, F-1 Student responsibilities, and SEVIS reporting requirements desired.
2. **Equipment Used:** Personal Computer, scanner, and other equipment associated with an office environment.
3. **Software Used:** A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and move up to 10 pounds and occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*