

Associate Dean, Admissions and Records  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237271>

Downloaded On: Jun. 26, 2024 11:19pm

Posted Jun. 11, 2024, set to expire Jul. 8, 2024

**Job Title** Associate Dean, Admissions and Records  
**Department** SAC Enrollment and Support Services Division  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Jun. 11, 2024

**Application Deadline** 07/08/2024

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Dean

**Academic Field(s)** Administration - Other  
Administration - Student Affairs

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**Job Description**

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**Associate Dean, Admissions and Records**

**Rancho Santiago Community College District**

**Salary Range:** Grade D: \$152,167.65 - \$203,919.19/year, \$212,075.96 (top step effective 7/01/2024)

**Job Type:** Full Time

**Job Number:**

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AC24-00917

**Location:** Santa Ana, CA

**Division:** SAC Enrollment and Support Services Division

**Closing:** 7/8/2024 5:00 PM Pacific

**Job Description**

**POSITION OVERVIEW**

Reports to the Dean of Enrollment and Support Services and may act for the Dean in his/her absence. Manages all Admissions and Records personnel including student workers. Works with administrators, faculty, students, other college personnel and the public and is the Admissions and Records liaison with district operations.; plans, supervises, coordinates and participates in the registration program for college credit students; maintains and compiles attendance reports; coordinates data processing services; assumes and performs related duties and responsibilities as required.

**REPRESENTATIVE DUTIES**

1. Plan, organize and manage daily operations of the admissions and records office; coordinates and supervises the admissions and registration procedures in accordance with existing rules and regulations.
2. Establishes and maintains a complete system of accurate student records in accordance with State Education Code and Title 5 Regulations.
3. Supervises staff responsible for admissions, registration and records activities.
4. Coordinates staff development workshops and in-service training.
5. Conducts evaluations of assigned staff.
6. Collaborates with district operations to provide and evaluate data needed for local/state/federal reports.
7. Reviews and corrects data to ensure accuracy.
8. Recommends and evaluates automated processes in admissions, registration and records.
9. Directs the maintenance and issuance of all transcripts.
10. Certifies students for honors program eligibility and completion.
11. Ensures confidentiality, security and integrity of student records.
12. Directs document imaging processes.
13. Coordinates and supervises all on-campus and off-campus registration.

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14. Interprets residency laws and regulations.
15. Adjudicates residency cases, student petitions and appeals with regard to enrollment rules and regulations.
16. Prepares statistical reports for administration on registration comparisons, activities, and trends.
17. Designs and implements accountability procedures for admissions, records, and registration.
18. Provides technical guidance to support staff in the student services area and across all campuses and sites.
19. Supervise the preparation and distribution of information to faculty regarding deadlines (e.g. census to purge rosters, final grade deadlines, incomplete, pass/no pass).
20. Oversee the collection and maintenance of rosters and grades from faculty.
21. Adhere to, and enforce the policy/procedures for course prerequisites and nonpayment drops.
22. Monitor changes requested to students' records, grade changes, and social security numbers, etc.
23. Verify process and respond to all requests made in conjunction with the Solomon Amendment and subpoenas.
24. Develop and coordinate the Admissions and Records sections of District publications including college catalogs, class schedules and websites.
25. Attend regional and state meetings as necessary.
26. Represent the college in local, regional, and state-wide meetings and committees; performs other duties as assigned.
27. Possess sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

## **KNOWLEDGE AND ABILITIES**

### **Thorough Knowledge of:**

1. Principles of modern record-keeping, systems analysis, and data processing applications.
2. Principles of staff organization, supervision and training.
3. College student registration, admissions and record keeping procedures.
4. California Education Code and Title 5 requirements for student residence, attendance, grading, testing and records.

### **Ability to:**

1. Read, comprehend and apply a wide range of written materials having technical, legal and policy content.
2. Plan and organize complex records systems.
3. Organize and train assigned staff of full-time and student workers.

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4. Cooperatively develop and plan data processing programs/systems.
5. Adapt to changing legal, policy and procedural requirements.
6. Prepare narrative and statistical reports and recommendations.
7. Participate in policy conferences.
8. Use professional judgment in staff, student and public contacts, apply legal and policy provisions to various problems, consistently and correctly.
9. Establish and maintain effective relationships with students, faculty, administrators, and other college personnel and the public.

## **Job Qualifications**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Possess a California Administrative or Supervisory Credential authorizing service at the community college level or a Master's degree from an accredited college or university and one (1) year of formal training, or leadership experience reasonably related to this administrative assignment.

### **ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles

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of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

## **SELECTION CRITERIA**

### **Application Screening**

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience (breadth and depth)
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socio-economic community
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

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A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

### **Application Procedures**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

**Foreign Transcripts:** Education completed outside of the United States must be equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. The National Association of Credential Evaluation Services (NACES), a United States-based credentials evaluation service, must translate and evaluate Foreign transcripts.

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.



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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4529614/associate-dean-admissions-and-records>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

SAC Enrollment and Support Services Division  
Rancho Santiago Community College District

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