

Assistant Director Admissions/Records
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=253927>

Downloaded On: Mar. 12, 2025 4:57am

Posted Mar. 4, 2025, set to expire Mar. 23, 2025

Job Title Assistant Director Admissions/Records
Department Admissions and Records
Institution Central Oregon Community College
Bend, Oregon

Date Posted Mar. 4, 2025

Application Deadline 03/23/2025

Position Start Date Available immediately

Job Categories Associate/Assistant Director

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

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Job Description

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Assistant Director Admissions/Records

Position Number: B157PD

Starting Wage/Salary: \$75,000 - \$80,000 plus exceptional benefits

Close Date: 03/23/2025

Primary Purpose:

Under the leadership of the Dean of Enrollment Management and Registrar, serve as the Admissions

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& Records Department lead point person for day-to-day oversight of admissions processing and enrollment services "one-stop" and Welcome Center responsibilities and staffing. Activities include but not limited to supervision of professional staff, work assignments and scheduling, data and related systems management, student petitions, staff training, coordination of selective admission programs and departmental management in the absence of the dean and/or other assistant directors as needed.

Essential Duties and Responsibilities:

Admissions and Records

- Provide leadership and operational expertise for services related to admissions processing, registration, cashiering services, financial aid student record maintenance, and general customer service, including support to Redmond, Madras and Prineville campuses as needed.
- Participate in department planning, project prioritization, and problem solving and management of complex student issues.
- Oversee and respond to student records and residency related student petitions. Serve as point of contact to resolve student issues, such as tuition refunds or deadline changes.
- Oversee COCCs academic warning policy and reinstatement process.
- Identify admission and registration work process improvements and, under the guidance of the Director develop, implement and document changes. Adjust workflow and tasks.

Supervision and Leadership

- Hire, train and supervise the Enrollment Specialists (currently 2 FTE), and Student Accounts Manager (currently 1 FTE), setting an expectation of strong customer service for students, the community and campus partners. Promote and engage in their professional development and performance management/evaluation. Oversee and administer budgetary responsibilities for the Admissions and Records account.
- Assist with developing, planning, and implementing campus activities such as Bobcat Advising and Registration and commencement.
- Participate on the Admissions and Records team to support the Colleges mission, vision, values and goals and a shared vision of excellence in student services. Adjust workflow and tasks in order to support the overall needs of the team.
- Develop and deliver detailed admission/records related training to admission/records staff.

Special Admissions

- Plan and coordinate selective admissions processes for specific instructional programs. Review

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eligibility requirements and student communications, serving as liaison to departments. As needed, work with various academic programs to provide guidance on developing new selective admissions criteria.

- Coordinate admissions and registration activities for select high school programs.
- Coordinate COCCs special admission process (students under 15 years of age). Serve as primary point of contact for students, parents, high school counselors, and COCC faculty. Using a variety of factors, determine student readiness for college-level work.

Additional Responsibilities

- Participate in professional development opportunities such as conferences and trainings.
- Engage in activities that provide service to the college such as participating in College Committees.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Knowledge of recruitment, admissions, records, registration and enrollment services concepts and practices.
- Strong interpersonal, communication and public presentation skills.
- Knowledge of principles related to program development, group leadership skills and an understanding of group dynamics.
- Ability to provide leadership, research and problem-solving skills.
- Ability to work well in a team environment and provide strong customer service.
- Establish positive and productive working relationships with students, staff and faculty, and on occasion, work with circumstances that require effective negotiation, mediation, and conflict resolution.
- Ability to effectively address a high volume of multiple tasks and identify, prioritize, track, implement, and evaluate department and College initiatives.
- Be able to critically analyze workflow processes, recommend and oversee appropriate changes.
- Ability to maintain confidentiality of student records and adhere to federal student privacy requirements.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or

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experience.

- Ability and skills to competently advise and/or serve students from a variety of background, respecting cultural and socio-economic differences.
- Ability to effectively utilize common Microsoft applications (Word, PowerPoint, Excel) and utilize a student information system (Banner) and reporting software (e.g., Argos).

Minimum Requirements:

Education

- Bachelors degree in Business, Communications or related field.

Experience

- Three (3) years experience working within higher education admissions, advising, financial aid, or related areas.
- Two (2) years supervisory experience.

Preferred Qualifications:

Education

- Masters degree in Student Affairs, Higher Education or related field.

Experience

- Experience using Ellucian Banner student system.

To apply, visit <https://jobs.cocc.edu/postings/11124>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other



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classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

Contact Information

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

Contact

Admissions and Records
Central Oregon Community College