



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
East Broad Campus

Created on: 10/1/2024
Revised on: 2/24/2026

Job Title	Salary Schedule	Grade	Job No.
Director of Admissions and Records/ Registrar	C3		AD9973
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Student Services	Exempt	No	No

JOB SUMMARY: Responsible for the implementation of admissions policies, maintenance and integrity of student and alumni academic records, supervision of staff in the Admissions and Records Offices and enforcement of institutional compliance with The Family Educational Rights and Privacy Act (FERPA) laws and regulations with respect to Admissions and Records. Responsible for the establishment of procedures for the equitable and consistent administration of college academic policies and procedures as they relate to admission, registration, graduation and student record processes.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Bachelor’s degree **from an approved U.S. Department of Education accredited institution** required. Master’s Degree preferred.
- ◆ Five (5) years of work experience in Admissions, Records, Registration or Advising in an institution of higher education required.
- ◆ Experience working with student technical systems such as Enterprise Resource Planning (ERP) and Customer Relationship Management (CRM) systems required.
- ◆ Five (5) years of supervisory/administrative experience required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Excellent oral, written, and interpersonal skills.
- ◆ Ability to work with diverse populations and resolve student issues.
- ◆ Demonstrated time management and organizational skills.
- ◆ Commitment to the teaching-learning process of the community college and the open-door admission process.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Chief officer of institutional academic records. Provides leadership to plan, organize, implement, and manage all activities and functions related to admission to the College, registration, graduation, and academic records.
- ◆ Supervises and coordinates enrollment procedures with respect to student application for admission, data entry, clearing of students for enrollment in the college, correspondence related to admissions inquiries, registration and enrollment activities and student records management.

- ◆ Responsible for interpretation of academic rules and regulations, College, and Board policies with respect to admissions, student records, grading systems, graduation, calendar and transfer.
- ◆ Responsible for National Student Clearinghouse enrollment reporting and Degree Verify.
- ◆ Ensures compliance and confidentiality of academic records in accordance with FERPA, college policies, state, and federal regulations.
- ◆ Responsible for beginning and end-of-term processing in Banner, including course schedule, registration settings, grade collection and maintenance of student academic records.
- ◆ Responsible for the drop for non-attendance process; assists with the drop for non-payment process.
- ◆ Supervises degree audits, certification for graduation, auto-awarding, reverse transfer and commencement activities.
- ◆ Manages transcript processes for both incoming and outgoing credentials.
- ◆ Responsible for Academic Inventory of the College and the official directory of approved courses and related information.
- ◆ Responsible for the management and integrity of OneACCS student systems, including, but not limited to: Banner, TargetX, Axiom, DegreeWorks, BDM Xtender/Legacy Xtender, and NextGen Dynamic Forms.
- ◆ Provides verification and certification of enrollment for students and other agencies.
- ◆ Supervises evaluation of transfer credit and posting of credit to student records
- ◆ Provides SOC military evaluations and contracts.
- ◆ Serve as the Primary Designated School Official (PDSO or DSO) for the Student and Exchange Visitor Information System (SEVIS) and international students.
- ◆ Supervises the Admissions and Records staff.
- ◆ Works to ensure that all areas in Admissions and Records are adequately supported and staff are supervised, trained, and evaluated based on the needs of the institution, department, and program.
- ◆ Establishes and coordinates tracking systems and data collection analysis. Evaluates data to determine program outcomes and effectiveness.
- ◆ Prepares reports and ensures that goals/objectives, timelines, and budget obligations are met.
- ◆ Develop strong partnerships and collaborate with all departments, divisions, and personnel on campus to ensure consistency and continuity of all registration and records processes college wide.
- ◆ Assists in the preparation of the College calendar.
- ◆ Serves as the custodian of the official College seal
- ◆ Manages and monitors the departmental budget.
- ◆ Complies with all policies of the State Board of Trustees, the Alabama Community College System, and the College.
- ◆ Responsible for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) compliance and specialty accreditation compliance of all programs/services in assigned division/department.
- ◆ Performs related duties as assigned.
- ◆ Complies with all policies of the Alabama Community College System, and the College.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date