

Sul Ross State University Position Description

Official Title: Director of Admissions, Records, and Student Services **Job Code:** 1613
Salary Group: Unclassified (7)

Summary

Function: To develop community among students, faculty and staff, to advocate for students; to provide student services. To manage admissions, recruitment, registration, and records.

Scope: Responsible for admissions and records functions for undergraduate and graduate students and to serve the undergraduate and graduate students attending Sul Ross State University Rio Grande College in Del Rio, Eagle Pass, and Uvalde, Texas

Duties

Essential:

Admissions & Records: Manage the admission files for students and insure that students meet appropriate criteria; establish registration procedures and conduct registration; prepare enrollment reports as required; maintain the official records of students; supervise staff assigned to the Office of Admissions and Records; oversee recruitment operations; maintain and manage the curriculum inventory of the Center; make decisions on residency status; manage veterans affairs official files; prepare THECB Reports and Curriculum Report to Board of Regents; maintain Course Master File; review admissions sections on catalog and schedule; prepare Admissions and Records budget; manage coordination of registration; class rosters; excessive absences; verification of TASP compliance; advisor assistance; Class Master Schedule; grade rosters and processing; international students; appeals of suspension processing; credit by examination.

Student Services: Design and implement student development and leadership programs; advise student government organizations; manage student service budgets of state and local funds; coordinate student service fee allocation process; provide input into all SRSU Rio Grande College's policies and procedures that impact students; serve on the RGC Vice President's Administrative Council; serve as Title IX and Americans with Disabilities Act Coordinator; hearing officer or sexual harassment and other grievances involving students. Assist new students in accessing registration and advising services and supervise student services specialists as they advise students transferring to SRSU Rio Grande College, coordinate student tutor program; develop resources for students, staff and faculty for various academic improvement programs; develop and implement career services, develop counseling referral services, maintain printed and internet based resources for students exploring careers, graduate school options and professional job searches.

Recruitment travel within the service region; information presentations to prospective students, high schools, and community colleges; campus visit programs; supervise student services specialists and recruiters as they recruit in the area. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Department heads are responsible for content and maintenance of their department web pages.

Non-essential:

Admission & Records: Manage admissions information requests; enrollment/student loan verifications; catalog requests; address changes; name changes; student assistant supervision; undergraduate admissions; grade changes; drop/withdrawal notification; application status and processing; transcript requests; incomplete grade processing; drop processing; TASP score data entry; veteran enrollment certification; graduate admissions; undergraduate transcript evaluation; graduation evaluation.

Student Services: Non-Essential: Prepare student handbook ; act as liaison with Student Life Department in Alpine.

Supervision

Received: Reports directly to the Associate Provost/Dean, Rio Grande College and coordinates essential functions with the Registrar (Alpine) for admission/Records functions.

Given: Student Services Specialists, Recruiters, and Student Services support staff at each site; student assistants and tutors in Student Services Department and any other assigned staff

Education

Required: Master's Degree in Student Personnel Administration or related field.

Experience

Required: Three to five years experience in student Services/Affairs with a diverse primarily nontraditional student population. Experience with records management; effective oral and written communications skills; ability to relate to students in a multicultural environment.

Preferred: Experience with, and knowledge of computer based management information systems; experience with on-line registration and voice response registration systems; experience in state supported public institution. Experience with Banner

Equipment/Skills

Required: Standard office equipment; computer literacy; interpersonal, organization, communication (oral and written), problem solving and creative.

Preferred: Experience with and working knowledge of Banner Student information system

Working Conditions

Usual: exempt from overtime provisions. Position is security sensitive.

Special: Travel required between three attendance sites located 60-70 miles apart, including Uvalde, Del Rio and Eagle Pass.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.