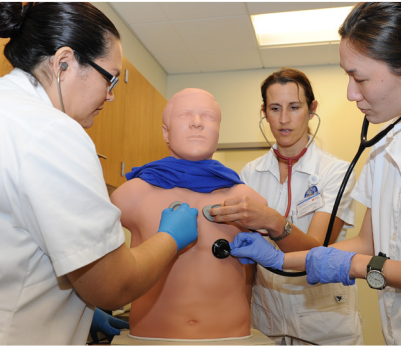




El Camino College

Registrar



THE POSITION

Under the direction of the Dean, Enrollment Services, the Registrar plans, organizes and coordinates the activities of admissions, registration, records, and evaluations for the College; supervises the process for transcript issuances, enrollment certifications, and residency determination; coordinates registration and student records procedures and processes; supervises office staff and functions; and oversees the evaluation of degree and certificate petitions and processes.

ABOUT EL CAMINO COLLEGE

El Camino College is situated on a beautiful and spacious 126-acre campus near Torrance, California. Located in Los Angeles County, just minutes from South Bay beaches, El Camino College is surrounded by high-tech industries including aerospace, logistics, multimedia and service corporations.

El Camino College is a vibrant learning community that has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance since 1947.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester. Students have access to excellent academic offerings, career and technical education programs, exceptional student services, new and technologically advanced classrooms, as well as tutoring and mentoring programs.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Berkeley. El Camino College is regularly among the top three community colleges in Southern California for students admitted to UCLA via the Transfer Alliance Program. Students are also supported by an extensive scholarship program, with approximately \$800,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campuswide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

REGISTRAR

Division: Enrollment Services
Closing Date: September 15, 2017
Req: C1718-002
Location: El Camino College
Position Type: Classified Administrator

REPRESENTATIVE DUTIES

- Plan, coordinate and supervise the activities of admissions, records, and registration, including the processes for determining residency, evaluation and issuance of transcripts and enrollment certifications, and review of student petitions and waivers.
- Develop, plan and coordinate the registration procedures for the District, including the preparation of registration data; prepare and distribute comparison reports reflecting application, records, and student registration statistics and other related reports as required.
- Maintain the online application, the online registration and student records files; maintain liaison with Information Technology Services staff regarding new and/or modified reports, programs and services.
- Develop and coordinate the admissions, records, and related sections of College publications, including catalog, class schedules, and home page.
- Oversee and participate in reviewing and processing general petitions, course repetition petitions, renewal petitions, and residency reclassification requests in accordance with District policies and procedures and state and federal rules and regulations.
- Oversee and participate in reviewing and processing instructor grade changes and enrollment verifications.
- Respond to requests for information and advise students, faculty, staff, visitors, and other District departments of District admissions and records policies and procedures.
- Participate in federal, state and District audits. Develop counter and telephone schedules to ensure effective coverage and customer service.
- Supervise the maintenance, imaging, and storage of student records; oversee the distribution and collection of attendance and grade rosters.
- Interpret and apply state-mandated guidelines; recommend policies and procedures and guidelines.
- Oversee the evaluation of student records for meeting associate degree and certification program changes, credit by exam, independent study, changing grades, etc.
- Supervise the verification process of various external organizations, courts and legal processes, and other governmental agencies as required.
- Hire, train, supervise and evaluate assigned classified and hourly staff to ensure adequate coverage during peak periods.
- Assist with development and preparation of the department budget.
- Maintain communication with faculty, staff and other departments of the College and District in areas related to department functions.
- Perform other related job duties as assigned.



REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- General regulations, laws and policies pertaining to California Community Colleges admissions, registration and student records activities.
- Computerized student registration and student record files system.
- Policies and legal issues related to admission and attendance of students.
- Principles of supervision and training.
- Budgetary methods and procedures.
- Electronic data processing and records management systems, including but not limited to imaging systems, degree audits and online processing of forms.
- Modern office equipment and procedures; use of personal computers for typical office applications, such as word processing, spreadsheets and database management.

ABILITY TO:

- Supervise the admissions, records, registration and evaluation processes for a community college in an effective manner.
- Establish and implement an effective registration appointment calendar and schedule.
- Interpret College policies and procedures related to admissions, records and registration issues.
- Assist students in resolving admissions, records, registration and evaluation problems, such as schedule conflicts, program changes, credit by exam, individualized study and changing needs.
- Communicate effectively both verbally and in writing.
- Oversee and maintain a registration and student records process.
- Plan, organize and complete assignments with a minimal amount of detailed instructions.
- Recommend and draft policies, regulations, rules, contracts, directives and technical materials.
- Read, analyze and apply complex written materials.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contracted in the course of work.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:

- Any combination equivalent to: bachelor's degree in a related field and at least three years of progressive, responsible work experience in the area of student-related services in an educational institution, including at least two years of supervisory or oversight experience.
- Sensitivity to and understanding of diverse academic, socio-economic, cultural, and ethnic backgrounds of college students and of individuals with disabilities.

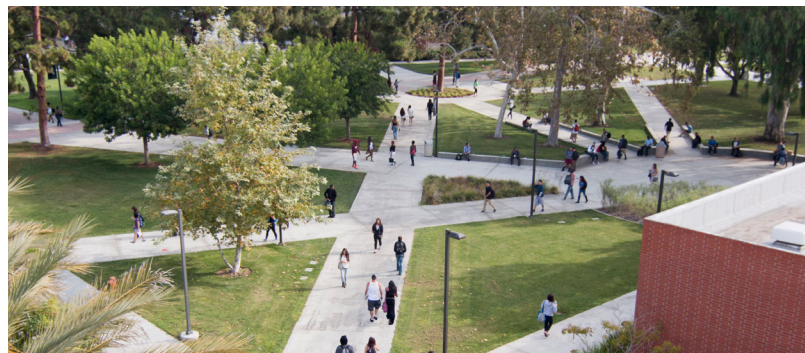
WORKING CONDITIONS:

- Typical office setting.
- Long periods of standing and sitting.
- Frequently moves from one work area to another.
- Interact with a variety of individuals.
- Hours may vary depending upon assigned shift.

COMPENSATION AND BENEFITS

SALARY RANGE: \$114,089 - \$132,276

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.



CONDITIONS OF EMPLOYMENT

Full-time, 12-month administrative position. Excellent fringe benefits, including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application:
https://elcamino.igreentree.com/CSS_Classified/CSSPage_Welcome.asp
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Closing Date: September 15, 2017

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College
Human Resources Department
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

The campus will be closed on Fridays June 23 through August 11.

The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex (including sexual harassment), race, color, gender, physical or mental disability, or retaliation.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

