

**Position: Admissions/Quality Assurance Control**

Application Deadline: 1<sup>st</sup> July 2018

**Job Description (Summary)**

Under the direction of Enrolment Services Management, manages the day-to-day operations of district-wide Admission and Registration department. Develops, recommends, plans and administers admission and registration policies and procedures, dual admission with partner institutions, related systems support and regulatory compliance. Interprets and provides critical analysis to inquiries from College departments, educational institutions, the community, and/or external agencies and supervises administrative services support staff. Researches and resolves complex student and technical issues.

**Responsibilities:**

- 1 Plans, organizes, maintains, and manages the processes and operations of admission and registration services for the University; manages activities of the Admission and Registration department to include: planning, implementing, administering and evaluating projects and services impacting the University operations from an admission/registration perspective.
- 2 Develops, recommends, organizes and administers the University's policies and procedures pertaining to the admission and registration of all students including new, transfer, former, continuing, credit and non-credit students. Develops communication plan for admission and registration of students. Serves as liaison to other colleges and universities.
- 3 Serves as the Banner data custodian for admission and registration which includes building and maintaining tables that operate admission and registration products and provide student access and the tuition and fee tables that assess charges upon registering.
- 5 Collects and analyzes a variety of complex data and information regarding admission, registration, online processes, telephone helpline, and direct services. Summarizes findings in applicable reports or other communication mediums.
- 6 Manages the dual admissions process with partner institutions. Serves as the liaison to university colleagues to research, resolve and respond to student issues. Coordinates and develops new partnerships.
- 8 Collaborates with staff, faculty, administrators and internal departments to research and resolve complex student issues relating to admission, dual enrolment, registration, late drops, refunds, administrative drops and withdrawals. Presents admission and registration information to a variety of audiences.
- 9 Monitors compliance with government regulations; Oversees the retention, security and confidentiality of student records.
- 10 Publishes the schedule of admission and registration dates and times. Establishes and maintains an admission and registration annual calendar of events and tracks benchmark activities. Maintains the admission and registration web site; related email accounts as well as admission, registration and records area.
- 11 Develops forms that are utilized by students and staff for admission and registration purposes.
- 12 Monitors department budget, ensuring compliance with applicable restraints; implements and allocates resources following budget approval; approves expenditures.
- 13 Participates in a variety of meetings, committees, taskforces, and/or other related groups to communicate information and facilitate continuous improvement of programs and services.
- 14 Positions in this classification may perform all or some of the responsibilities above and all positions perform other related duties as assigned.

**Qualifications:**

Bachelor's degree in a student services related field, education or business or other related field. Relevant experience may substitute for the degree requirement on a year-for-year basis.

**Skills:**

- Supervising subordinate staff;
- Interpreting and applying applicable laws, rules and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Preparing and administering budgets;
- Compiling and analyzing data and preparing a variety of reports;
- Speaking in public;
- Developing strategic plans;
- Ensuring compliance with applicable internal and external program requirements;
- Monitoring legal and regulatory changes;
- Maintaining confidentiality;
- Analyzing processes and making recommendations for improvement;
- Researching, analyzing and applying relevant information to the development of departmental processes and procedures;
- Coordinating activities with other internal departments and/or external agencies;
- Preparing a variety of reports related to operational activities, including statistical analysis;
- Working with diverse academic, cultural and ethnic backgrounds of community college students and staff;
- Utilizing computer technology used for communication, data gathering and reporting;
- Communicating effectively through oral and written mediums.

**To Apply:**

Apply by e-mailing your updated CV to [jobs@ue.edu.krd](mailto:jobs@ue.edu.krd) with the title of the position in the subject line.