

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **SUPERVISOR, ADMISSIONS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Supervise and coordinate the work of Admissions personnel; to assist with and perform the more difficult and technical Admissions activities; and to perform related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Director of Enrollment Services and exercises supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Supervises, schedules and evaluates the work of Admissions personnel.
2. Acts as evening supervisor for registration.
3. Assists in scheduling registration personnel; assists in planning and implementation of registration procedures; coordinates and performs work involved in registration; supervises the processing of off-campus registration of students.
4. Coordinates work at the Education Centers.
5. Operates specialized automated office equipment, such as a computer terminal, microcomputer, word processor and printer to maintain records, to enter and retrieve data, and to produce various documents and reports utilizing standard and advanced machine functions and programs, and often devising formats and manipulating data to achieve desired results.
6. Supervises and assists in the training of Admissions personnel in the use of computer terminals.
7. Assembles requested data and prepares studies and reports.
8. Monitors office budget and orders materials and supplies.
9. Schedules, evaluates and maintains time records for part-time personnel.
10. Supervises the use of cash registers and security of money received.
11. Independently composes correspondence.
12. Performs a wide range of difficult Admissions duties.
13. Supervises the training of temporary staff for registration.

**PALOMAR COMMUNITY COLLEGE DISTRICT  
Supervisor, Admissions (*Continued*)**

14. Researches student characteristics and identifies registration problems.
15. Supervises the resolution of attendance programs.
16. Oversees the preparation of non-resident student reports.
17. Updates training manual.
18. Ensures the security of the Admissions Office.
19. Performs other related duties as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Registration and admissions rules, policies and procedures.
- Legal requirements related to student registrations.
- Office methods and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- English usage, spelling, grammar and punctuation.
- Techniques of supervision and training.
- Computer use in registration and admissions work.

**Ability to:**

- Perform difficult registration and admissions duties.
- Supervise, train and direct the work of others.
- Interpret and apply the rules, regulations and policies governing registration and admissions work.
- Analyze situations accurately and adopt an effective course of action.
- Type at a speed of not less than 40 words per minute.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION**

Two years of increasingly responsible experience as an office supervisor or manager, preferably in an Admissions Office, and experience in microcomputer operations. Possession of a valid California Driver's License.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

**Physical Conditions:**

Essential functions require maintaining the physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel between education center, satellite sites and other District locations.