

Director, Admissions and Records
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=241599>

Downloaded On: Apr. 3, 2025 3:23pm

Posted Jul. 21, 2024, set to expire Apr. 22, 2025

Job Title Director, Admissions and Records
Department
Institution Butte-Glenn Community College District
Oroville, California

Date Posted Jul. 21, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Admissions/Student Records/Registrar

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/4565579/director-admissions-and-records>

Apply By Email

Job Description

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POSITION HIGHLIGHTS:

As Director of Admissions and Records, you will spearhead the strategic vision and operational management of all facets related to student admissions, enrollment, and academic records. Your role involves developing and implementing policies and procedures to ensure compliance with regulatory standards while enhancing the efficiency and effectiveness of admissions processes. You'll lead a team that provides exceptional service to prospective and current students, collaborating closely with academic departments to facilitate seamless transitions and accurate record-keeping. Your impact will extend to optimizing technology solutions, fostering a culture of continuous improvement, and contributing to institutional goals for student access, success and retention.

Work Schedule: Monday - Thursday 7:30 a.m. - 5:00 p.m., Fri 8:00 a.m. - 12:00 p.m. Summer Hours: Monday - Thursday 7:00 a.m. - 5:00 p.m. Some weekends and evenings may be required.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:

Please visit the [class specification](#) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

DIVERSITY QUALIFICATION:

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

APPLICATION INSTRUCTIONS:

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

REQUIRED ATTACHMENTS:

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds.
 - **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

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REQUIRED UPON HIRE:

- Transcripts of Academic Work: Official transcripts will be required upon hire. All offers of employment are contingent upon the submission of official transcripts showing completion of the degree. NOTE: Transcripts are not a required attachment during the application process.
 - Foreign Transcripts: If you have foreign transcripts, you must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or [visit our website](#).
 - Equivalency: If the position has an education equivalency component within the minimum qualifications and you are applying under equivalency, transcripts will not be required.

PRE-EMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
3. As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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