

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i>	Admissions, Registration and Records Supervisor	<i>BOT Date:</i>	Oct 1, 1996
<i>Level:</i>	H	<i>FLSA Status:</i>	Exempt
		<i>Class Code:</i>	E0813
		<i>Adm. Rev:</i>	

GENERAL DESCRIPTION

Supervises and provides assistance and support to the staff in the Admissions, Registration and/or Records areas at an assigned campus.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Supervises, coordinates and reviews the work of assigned staff.	25%
2.*	Assists staff and provides back-up during absences or when positions are vacant.	20%
3.*	Trains new employees in office to ensure effective and efficient office operations.	10%
4.*	Serves as liaison between own office and other College departments as well as external organizations and groups (i.e. VA, Immigration, etc.).	10%
5.*	Assists with planning office operations.	5%
6.*	May assist in the Admissions office during College's advertised registration periods to handle problems, answer phones and work the Applications window. May also develop schedules and monitor registration activities.	15%
7.	Provides office administrative support to include ordering and maintaining adequate supplies of admissions and registration letters and forms, assisting students, answering phones, maintaining files, etc.	15%
8.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Supvr, Adm, Reg & Rec	Class Code: E0813	Position Level: H
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KEY JOB REQUIREMENTS

<i>Formal Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Work Experience:</i>	3 to 5 years.
<i>Planning Scope:</i>	Plan events that are expected to occur in the next one to three months or on a quarterly basis.
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.
<i>Impact on Budgets:</i>	Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.
<i>Impact on Grant Funds:</i>	Provide incidental services indirectly related to the use or misuse of the expense or revenues.
<i>Impact on Revenue Generating:</i>	No impact on revenues.
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.
<i>Decision Making:</i>	Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.
<i>Level of Supervisory Responsibility:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work.
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex.
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

