

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Enrollment and Student Success Officer			<i>Approval Date:</i> April 23, 2008
<i>Level:</i> E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0559	<i>Approved by:</i> College President

### GENERAL DESCRIPTION

Provides standardized coordination and control over Admissions, Registration and Records activities to ensure uniformity, and to maintain standards in view of institutional objectives and requirements of regulating agencies. Plans and coordinates the activities, functions and services of the ARR offices district wide. Supervises AR&R staff, addresses personnel matters, and completes staff annual evaluations.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Determines admissions policies for college credit and noncredit courses, special category students, limited access programs and international students. Assist VP/SSEM with department initiatives related to student success, such as student tracking, student information, academic advising systems and other college wide engagement initiatives.	15%
2.*	Plans, coordinates, and implements graduation ceremony and chairs graduation committee.	15%
3.*	Develops and implements district-wide procedures for admission and registration student records in conformance with federal and state law, and college policy. Monitors and interprets residency requirements for tuition purposes. Provides oversight for creation, revision and publication of College ARR-related matters like policies and procedures, application for admissions, residency issues, etc.	10%
4.*	Provides standardized coordination and control over ARR activities to ensure uniformity and to maintain standards in view of institutional objectives and requirements of regulating agencies. Provides district oversight for compliance with state legislation related to ARR matters. Supervises the process of transfer evaluation of coursework from external institutions.	20%
5.	Serves as CLAST Institutional Test Administrator and represents the College at State meetings and events concerning CLAST. Serves as district facilitator for student assessment services, assisting the Campus Test Centers.	10%
6.	Determines alternate methods of access for ARR including telephone and web access, and the associated implementation, marketing, and district-wide procedures. Researches student registration, records, admissions matters. Assists with online registration setup.	15%
7.	Provides revisions to calendar, catalog, credit/non-credit schedules and other college publications. Creates, edits, revises and publishes SSEM publications to include the student handbook and high school counseling manual.	10%
8.	Serves on institutional and community committees as SSEM representative.  Performs other similar and related duties as assigned.	5%

\* Indicates an "essential" job function.

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**KEY JOB REQUIREMENTS**

<i>Formal Education:</i>	Bachelor's Degree required.
<i>Work Experience:</i>	5 to 7 years prior related work experience required.
<i>Planning:</i>	Plans events that will occur during the year, and have some effect on the department's annual expenditures and/or revenues. The primary scope of planning activities in this position affects the entire college.
<i>Impact on Actions:</i>	Has a strong, but not controlling voice in decisions on the operating budget; can authorize or recommend expenditures within an approved budget. Provides supportive advice, analysis, or related services, which impact grants and revenues.
<i>Impact of Decisions:</i>	There is major responsibility for making decisions and final recommendations, which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination.
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines.
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.
<i>Communication with Others:</i>	Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of an appreciation for work conducted in other departments or school/centers of HCC.
<i>Job-Related Knowledge:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products, or systems. This is a significant part of the job and results generally affect several schools.
<i>Working Conditions/ Physical Effort:</i>	Minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

