



CONNECTICUT STATE COMMUNITY COLLEGE
JOB DESCRIPTION
Director of Reporting & Compliance

Salary Level:
CC 20 (Subject to Willis)

Date Approved/Revised:
2/22/2022

POSITION PURPOSE:

Under the direction of the Associate Vice President of Enrollment & Retention Services, the Director of Reporting & Compliance is responsible for the implementation, oversight, and all functional aspects of enrollment reporting for the Connecticut State Community College. This position is also responsible for ensuring that the institution remains compliant with all federal and state guidelines, policies, regulations, and laws as they pertain to enrollment reporting.

The Director of Reporting & Compliance provides leadership and collaborates with other Directors and Managers to ensure consistency in executing the enrollment vision of Connecticut State Community College and plays a critical role in ensuring the delivery of a high-quality student information services that meets the diverse needs of all students.

The Director of Reporting & Compliance collects and analyzes data to establish benchmarks and leads continuous improvement efforts for statewide enrollment efforts as well as maintains compliance with FERPA and all applicable policies and laws.

SUPERVISORY AND OTHER RELATIONSHIPS:

This position reports directly to the Associate Vice President of Enrollment & Retention Services. This position supervises the Reporting Specialists for Connecticut State Community college, and other administrative and/or clerical staff as needed.

The position is required to work collaboratively with other offices and services within Connecticut State Community College, and to develop enrollment goals, build and develop partnerships, relationships, and collaborations with all levels of stakeholders to facilitate and enhance the resources and services provided to students.

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Key member of the Associate Vice President of Enrollment & Retention Services' staff; collaborates with other Directors and Managers to ensure consistency in executing the enrollment vision of CT State Community College.
- Manages the functional configuration, design, and testing of all enrollment reports for the Enrollment & Retention Services Unit.
- Leads the implementation, oversight & all functional aspects for enrollment reporting and compliance for all campuses within Connecticut State Community College.
- Reviews current reporting practices; evaluates and implements changes for improvement.
- In collaboration with the AVP of Enrollment and Retention Services, engages in strategic planning activities to ensure enrollment reports are leveraged to support strategic goals and objectives of Enrollment & Retention Services.
- Partners with IT and IR to test and manage enrollment reports on a pre-determined schedule.
- Administers the preparation, timely submissions and circulation of state and federal enrollment reports (e.g., National Student Clearinghouse).

- Maintains compliance with all federal and state compliance requirements related to student records and enrollment reporting on behalf of Connecticut State Community College.
- Maintains compliance with all federally mandated student communications, including annual notices and disclosures on behalf of Connecticut State Community College.
- Submits all reports to state and federal agencies as required and in a timely manner.
- Supports the Associate Vice President of Enrollment & Retention Services in developing and implementing campus confidentiality policies, procedures, staff development, training and interpretation related to the release of student record information including the processing of court ordered subpoenas and Solomon Amendment requests.
- Communicates with faculty, staff, administration and other stakeholders and provides updates to changes on state and federal laws that may impact enrollment.
- Creates and maintains the various forms related to the registration and enrollment process; review forms to assure completeness and compliance to all state and federal guidelines, policies, regulations, and laws.
- Supports the president's office in processing Freedom of Information Act requests pertaining to student records.
- Manages the administration of residency procedures and determines outcome of residency appeals. Oversees management related to residency mismatches and coordinates with finance to ensure accurate classifications
- Works with Student Information Services Unit to modify and refine available reports so they are responsive to institutional needs and requests.
- Maintains the college website, catalog, and other materials as they pertain to reporting and compliance.
- Maintains a commitment to CSCC overarching goals including initiatives encouraging equity and diversity.
- Represents CT State Community College interests at professional organizations at the state and national level.
- May involve occasional evening or weekend work, within contractual limitations.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement, and honors ceremonies.
- Service on assigned committees and task forces.
- Attendance and participation at, committee, staff, informational, and professional meetings at the college and regional level.

QUALIFICATIONS:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.)

Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Demonstrated understanding of a comprehensive community college.
- Demonstrated understanding of state and federal laws and guidelines, and how to maintain compliance with regards to enrollment reporting.
- Demonstrated ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Demonstrated ability to develop and implement complex projects and programs in support of college objectives.
- Experience with enrollment reporting, including Clearinghouse and NSLDS.
- Experience in using enrollment management, content management, project management software, and student information systems.
- Sensitivity to and ability to work with the diverse academic; socioeconomic, cultural, and ethnic backgrounds of members of the College community, including those with disabilities.
- Effective interpersonal, written, oral, and presentation skills.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in education, counseling, student development, social work, enrollment management or an appropriately related field together with three to six years of related experience that includes one to three years supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT:

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences. Reasonable accommodation will be made for incumbents and candidates with physical limitations.