



PACRAO NEWS

Pacific Association of Collegiate Registrars and Admissions Officers

March 1992

A Message from the President



SALLY HICKOK
University of California, San Diego

Make your travel plans now for a very special visit to the scenic Southwest. It has been twelve years since PACRAO has been scheduled in Arizona, and our Arizona PACRAO members are planning a whooping welcome to Phoenix and "The Valley of the Sun." Phoenix is now the ninth largest U.S. city, a sprawling metropolis built around mountains, striking desert landscape and crystal blue skies. Under the guidance of Conference Chair, Cherrie

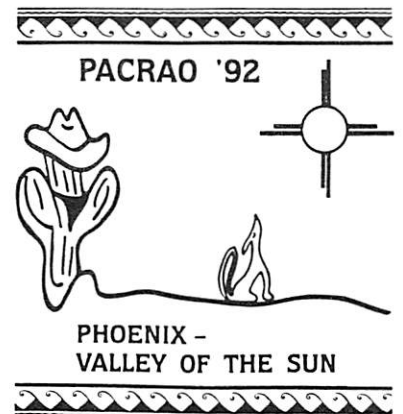
McGlynn, you can be assured of the best in Southwestern hospitality. Plan to come early and stay late to take advantage of the tours to Sedona/Oak Creek Canyon and the Grand Canyon. Program Committee Chair, Cecilia Rodriguez, has organized a committee already hard at work on a program to energize and inspire you. The Omni Adams Hotel, with its ideal downtown location, will be the site of our 1992 Annual Meeting in early November.

Dallas is tempting PACRAO members to attend the April AACRAO Annual Meeting. You should have your registration packets by now. From all reports this meeting is one combining the luxury of a beautiful conference hotel with wild and wooly western hospitality. In this year of budget costs an investment of your time and money may reward you with many dividends both professional and financially (such as a tax deduction). Plan if you can to attend these 1992 meetings.

PACRAO is also planning some additional opportunities for its members. The 1992 Summer Seminar will be held in Big Sky, Montana, with your favorite host and mine, Joe Frazier, coming out of recent retirement to plan the event. A

special workshop for support staff will be held in Southern California in August, and several other events are in the planning stage. The Executive Committee would like to remind its members that Fellowship/Travel Grant applications are now available. Apply now or recommend a colleague or co-worker to apply.

Finally, to serve as your President is indeed an honor for me and I will work hard to serve you well. Please do not hesitate to let me know what your needs and your thoughts and how PACRAO can serve you as a member in the best possible ways.



**Memories of
1991 PACRAO
Conference in
Salt Lake City, Utah
November 3-6, 1991**



President Wilkinson - Paying Tribute to John Smith



General Conference Committee

PIONEERING STILL



Program Committee

1991 - Executive
Committee



1992 PACRAO Conference News

The Program Committee is busy at work formulating ideas for what promises to be a very diverse conference in terms of sessions.

The Committee consists of: Jesse Welch, Director of Admissions, Portland State University; Susan Clouse, Director of Admissions, Arizona State University; Deana Wong, Assistant to the Vice President, San Francisco State University; Patricia Cardenas Adame, Director of Admissions, Rio Salado Community College; Bill Brown, Assistant Registrar, University of California, San Diego and Herman Lee, Director of Admission, Palomar Community College, Program Chair is Cecilia Rodriguez, Registrar, Cypress Community.

The Committee extends an invitation to all PACRAO members to submit topics you would like to see explored at this years conference. If you are interested in serving as a volunteer session recorder or chairperson please contact any of the above program committee members as soon as possible.

Job Announcement

Western Nevada Community College

Director of Admissions And Records/Registrar

Deadline for Application

All Application materials must be received by
5 p.m on Friday, May 15, 1992

DATE POSITION BECOMES AVAILABLE

July 1, 1992

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Master's degree from an accredited university or college is required.
2. A minimum of three years experience in admissions and records is required. Experience as a director of admissions and records or registrar is desired.
3. Experience administering an on-line student registration system is required. Touch-tone registration experience is desired.
4. Applicant must be a "self-starter" and must possess excellent communication skills.
5. Applicant must be knowledgeable and experienced in all aspects of registration and records maintenance.
6. A thorough understanding of the purpose and function of community colleges is required.

RESPONSIBILITIES

1. The director reports to the dean of Students Services.
2. The director is responsible for the management and supervision of staff.
3. The director is responsible for providing a registration service to the main campus in Carson City and all off-campus rural centers.
4. The director will be responsible for management of an on-line student information system and associated procedures within the assigned areas of responsibility, including registration activities, accurate student record keeping system, transcript service, admissions transfer evaluation, graduation requirements, and commencement.
5. The director is responsible for special admissions programs including the receipt of applications, evaluation of credit transferred from other accredited colleges, and the evaluation of petitions and nontraditional credit, waivers, veterans evaluations and certifications.
6. The director will be required to travel and perform other duties as assigned.

For Future Information contact:

College Personnel Office

Western Nevada Community College

2201 West Nye Lane

Carson City, Nevada 89703

Phone: (702)889-3017

**The College Board
Summer Institute
On College Admissions
And School Relations**

Dates: July 19-24, 1992
Location: University of California at Santa Cruz
Eligibility: Admissions and School Relations Staff, new or relatively inexperienced.
Cost: \$650 (includes tuition, room, board, and resource materials)
Topics: Admissions Case Studies
Marketing
Recruitment Strategies
Recruitment and Retention of Minority Students
Recruiting in the West
Transcript Evaluation
The High School Visit
Giving an Effective Oral Presentation
Financial Aid
Testing and Test Preparation
Stress Management/Survival Skills
International Students
Ethical Considerations in Admissions

Contact: Kris Zavoli, Associate Director, Admissions and Guidance Services
The College Board, 2099 Gateway Place, Suite 480, San Jose, California 95110
(408) 452-1400

Stanford Law School
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Stanford, CA 94305-8618

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