

POSITION DESCRIPTION

Dean of Enrollment Services

Position Dean of Enrollment Services
Department/Site Student Services
FLSA Exempt
Evaluated by Vice President of Student Services
Salary Range M-77

General Description

Under the direction and supervision of the Vice President of Student Services, the Dean of Enrollment Services is responsible for the management of the District's admissions, records, registration, financial aid, international students, and school relations and outreach programs.

This is a 12-month academic management position.

Essential Duties and Responsibilities

- Organize and supervise District admissions, records, registration, financial aid international students, and school relations and outreach programs.
- Prepare or direct the preparation of local, state and federal statistical reports related to admissions, records, registration, financial aid, attendance reports, enrollment, and audit reports.
- Schedule registration dates and publish deadlines.
- Administer funded benefit programs in accordance with regulations.
- Certify degree and certificate candidates, general education certification, and enrollment verifications.
- Evaluate student petitions.
- Participate in the preparation of the class schedule and catalog.
- Serve as an active member of the student services administrative team.
- Serve on and provide leadership to campus committees as assigned.
- Participate in the development of the academic calendar.
- Work closely with the District's Technology and Computer Services (TeCS) staff for student system design and improvement.
- Work with the Dean of Counseling to coordinate admissions and registration activities.
- Supervise admissions and records functions for District military programs.
- Oversee the development and implementation of the probation and dismissal policy and other policies related to assigned areas.
- Serve as District custodian of student records.
- Communicate District policy and administrative decisions to division personnel and students.
- Administer the collective bargaining agreements among the District and the faculty and classified unions.
- Create an atmosphere of collegiality and support the goals of participatory governance.
- Serve in the selection and evaluation of division personnel.
- Resolve conflict.
- Ensure compliance with local, state and federal regulations.
- Prepare and monitor budget for all assigned programs.
- Supervise and evaluate personnel in assigned areas.
- Perform other duties as assigned that support the overall objective of the position and the District's mission statement.

Minimum Qualifications

- Possession of a master's degree, or the equivalent.

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- One year of formal training, internship, or leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the administrative team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex educational department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.