



Job Description

Job Title:	Assistant to the VP for Enrollment and Student Services	Grade:	O
Department:	Enrollment and Student Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Provides high level assistance to the Vice President for Enrollment and Student Services (ESS), including planning and implementing special projects and activities, monitoring programs to ensure compliance with the college's goals and objectives, and providing supervision for staff and support to the ESS Council

Characteristic Duties and Responsibilities:

1. Coordinates projects relating to the operations of the ESS unit and draws on appropriate resources to resolves problems. Supervises and oversees staff projects by establishing schedules, coordinating tasks, monitoring employment practices and ensuring that projects deadlines are met.
2. Works with the Vice President to develop, plan initiate, monitor, and maintain internal policies and procedures.
3. Assists in the development and implementation of strategic plans. Collaborates with deans and directors to accomplish goals, procedures comprehensive reports and presentations for the unit.
4. Serves as a member of the ESS Council to assist deans and other administrators with research, development of resources and problem-solving.
5. Supervises planning and reporting processes for the Office of the Vice President for ESS.
6. Researches, prepares, and presents recommendations and detailed reports to Vice President.
7. Confers with and provides staff assistance and guidance to senior-level administrators.
8. Oversees the ESS budgets and ensures proper compliance in this area. Provides supervision to the Director of ESS budgets.
9. Coordinates the annual Student Excellence Convocation.
10. Prepares internal and external correspondence and communication for the Vice President as requested.
11. Serves as liaison to the VP of ESS, representing the VP on various standing and ad hoc committees, and task forces.
12. Serves as liaison between the VP for ESS and college personnel or individuals representing organizations outside the College.
13. Serves as a resource to faculty, staff and other administrators for questions and concerns relating to enrollment and student services.



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14. Monitors activities of the ESS Unit to ensure compliance with the College's goals, policies, and procedures.
15. Maintains the ESS student and staff web sites.
16. Performs other duties as assigned and works with emerging issues arising through the Office of the Vice President relating to enrollment management and/or student services.

Reporting Relationships:

Direction Received: Reports to the Vice President for Enrollment and Student Services
Direction Given: Provides supervision to assigned professional and/or administrative support staff

Minimum Requirements:

Masters' Degree from a regionally accredited institution and four years' experience in higher education.

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of College policies and procedures, and ESS systems
- Knowledge of rules and regulations within the North Carolina Community College System
- Knowledge of operations and organizational structures in a multi-campus community college environment
- Knowledge of basic budget management principles and practices
- Strong understanding and ability to work with computer systems and applications
- Ability to plan, organize and implement programs
- Strategic planning skills
- Effective verbal and written communication skills
- Supervisory and leadership skills
- Ability to work collegially in a diverse environment

Working Conditions:

Typical Office Environment