



Job Description			
<b>Job Title:</b>	Associate Dean Enrollment Services	<b>Job Code:</b>	1301
<b>Department:</b>	Enrollment & Student Services	<b>Grade:</b>	N
<b>Date:</b>	Updated March 2005	<b>FLSA:</b>	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:**

Plans, organizes, and directs administrative activities related to enrollment of students. Provides complex staff support to the Dean for Student Development and Vice President for Educational Support Services, and to coordinate assigned activities with other instructional units and departments.

### **Characteristic Duties and Responsibilities:**

1. Provides planning, and operations assistance to executive management of the College through active participation on task forces, committees and councils.
2. Motivates, coaches and supervises staff by monitoring and evaluating performance, setting objectives and providing staff training.
3. Plans, implements and administers goals and objectives and develops policies and procedure related to enrollment services areas of responsibility.
4. Provides administrative and executive assistance on academic and administrative matters.
5. Counsels and advises students on academic and administrative matters, suggests alternative courses of action, investigates and settles student grievances.
6. Approves and oversees the preparation and administration of a multi-departmental budget and forecasts future budget needs.
7. Reviews, prioritizes and processes requests for equipment acquisitions and travel.
8. Develops and presents reports and recommendations for a variety of programs and projects, as requested.
9. May manage the Office of Outreach and Recruitment including supervising staff, interacting with CMS school officials and overseeing two major college initiatives (College Connection and Area Schools Assistance Program).
9. Perform additional duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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### **Reporting Relationships:**

**Direction Received:** Reports to the Vice President Enrollment & Student Services

**Direction Given:** Management of the operation of a department or major function with activities typically coordinated through administrative personnel above the level of first-line supervisors or through persons having mid-to-upper-level management or professional responsibility.

### **Minimum Requirements:**

Requires broad or in-depth body of knowledge such as would normally be acquired through a Masters degree in Higher Education Administration or Student Personnel Administration or a related field and or four or more years experience.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of the analysis and evaluation of programs, policies and operational needs.

Ability to implement recommendations in support of goals.

Supervisory skills.

### **Working Conditions:**

Typical office environment.