



## Job Description

**Job Title:** Assistant to the VP for Enrollment and Student Services **Grade:** M  
**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 for all activities associated with the Office of the Vice President for Enrollment and Student Services (ESS), including supervision of staff and providing support to the ESS Council.

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

1. Supervises planning and reporting processes for the Office of the Vice President for ESS.
2. Researches, prepares, and presents recommendations and detailed reports to the Vice President.
3. Confers with and provides assistance and advice to the ESS Council.
4. Serves as liaison to the Vice President of ESS, representing the Vice President on various standing and ad hoc committees, and task forces.
5. Serves as liaison between the Vice President for ESS and college personnel or individuals representing organizations outside the College.
6. Supervises and oversees staff projects by establishing schedules, coordinating tasks, monitoring employment practices and ensuring that projects deadlines are met.
7. Assesses, monitors, and maintains ESS budgets and ensures proper compliance in this area.
8. Monitors activities of the ESS Unit to ensure compliance with the college's goals, policies, and procedures.
9. Maintains the ESS student and staff web sites.
10. Coordinates the annual Student Excellence Convocation.
11. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Vice President for Enrollment and Student Services  
**Direction Given:** Direct supervision as a supervisor over professional and/or administrative staff

### **Minimum Requirements:**

Masters' degree from an accredited college or university and four years experience in higher education



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

Knowledge of college policies and procedures  
Knowledge of Enrollment and Student Services systems  
Strong verbal and written communication skills  
Strong technology skills and proficiency with office software applications including Microsoft Excel, PowerPoint and Word  
Knowledge of budget theories and practices  
Supervisory and leadership skills  
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### **Working Conditions:**

Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences