



Job Description

Job Title:	Associate Dean Enrollment and Student Services	Grade:	N
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 leadership to Enrollment and Student Services Directors at the area campuses

Characteristic Duties and Responsibilities:

1. Supervises ESS Directors at the area campuses and assists with setting priorities, assigning tasks, monitoring and reviewing projects.
2. Meets regularly with student services managers to establish student services processes which work seamlessly at area campuses
3. Builds relationships with area campus Associate Deans to explore ways to improve student services.
4. Creates marketing materials to promote student services at area campuses.
5. Coordinates recruitment activities to assist with transitioning basic skills students to curriculum students
6. Provides support for area campus bridge and mentoring programs.
7. Consults and provides input on hiring, performance appraisal, training and monitoring work of assigned personnel.
8. Represents Cato Campus on the Expanded Enrollment and Student Services Council and other appropriate College committees.
9. Coordinates campus programs and resources with other administrators in Enrollment and Student Services.
10. Fosters effective relationships with Campus Security and serves as the point of contact for violations of the student code of conduct
11. Assesses operations, gathers data and reports findings to the Dean and Campus Dean.
12. Develops and promotes enrollment and student services at Cato Campus.
13. Assists with the development and assessment of new systems, policies and procedures.
14. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Dean, Enrollment Management
Direction Given: Direct supervision and evaluation of work as first-line supervisor for assigned staff



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Minimum Requirements:

Master's Degree from a regionally accredited institution and 4 years of director level experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of strategic planning
Knowledge of the college's policies and procedures
Basic knowledge of budget management theories and practices
Supervisory and leadership skills
Problem solving and multi-tasking skills
Knowledge of North Carolina residency requirements and the college's enrollment procedures
Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical office environment