Job Description

Job Title:	Associate Dean Admissions and Registration	**Grade:**	N
Department:	Admissions, Registration & 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:

Responsible for Admissions and Registration and college student systems. Provides professional support to the Dean of Enrollment Management and Vice President of Enrollment and Student Services.

Characteristic Duties and Responsibilities:

1. Manages Admissions and Registration for the College.
2. Develops plans, sets goals and objectives for the departments. Monitors and analyzes processed to improve services and predict future needs.
3. Provides leadership and direction for student systems including: improvements to current systems such as web services, implementation of the Colleague student module; College wide training and management of student systems.
4. Provide interpretation and monitor processes to ensure compliance with state and federal laws and regulations including but not limited to FERPA and North Carolina Residence Classification policies.
5. Manages and supervises professional level staff and others in assigned departments across the College.
6. Manages assigned budgets: Departmental directors, Central Campus Registrar, and funds allocated for suburban campus operations
7. Provides professional level support to the Dean of Enrollment and the Vice President for ESS through data analysis, project management, reports and presentations, committee participation, suggested policy revision and departmental planning.
8. Provides interpretation and monitors processes to ensure compliance with state and federal laws and regulations including, but not limited to, FERPA and North Carolina Residence Classification policies.
9. Other duties as assigned by the Dean of Enrollment and the Vice President for ESS.

Reporting Relationships:

Direction Received: Reports to the Dean of Enrollment Management

Direction Given: Supervision of professional level staff, classified staff, student workers and temporary employees including hiring, discipline and dismissal.

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. January 2013

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Minimum Requirements:

Masters' Degree from a regionally accredited institution in Education or a related field and four to five years of management experience

Preferred Qualifications:

Experienced in an educational environment

Knowledge, Skills, Abilities and Worker Characteristics:

- Strong managerial and professional supervision skills
- Ability to visualize change and formulate solutions
- Strong computer technology skills and abilities
- Excellent oral and written communication skills
- Knowledge of educational processes and requirements as well as applicable laws/regulations

Working Conditions:

Typical office environment

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