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:**
Provide campus leadership to ensure the efficient operation of Enrollment and Student Services functions. To assists the Dean Enrollment Management and Campus Dean to coordinate the planning, organization and provision of Enrollment and Student Services activities.

**Characteristic Duties and Responsibilities:**
1. Plans (including goals and objectives), organizes, and directs enrollment and student services at North Campus.
2. Consults and provides input on hiring, performance appraisal, training and monitoring work of assigned personnel.
3. Represents North Campus on the Expanded Enrollment and Student Services Council and other appropriate College committees.
4. Coordinates campus programs and resources with other administrators in Enrollment and Student Services.
5. Fosters effective relationships with Campus Security and serves as the point of contract for violations of the student code of conduct.
6. Assesses operations, gathers data and reports findings to the Dean and Campus Dean.
7. Develops and promotes enrollment and student services at North Campus.
8. Assists with the development and assessment of new systems, policies and procedures.
9. Performs other duties as assigned.

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

**Minimum Requirements:**
Master’s Degree from a regionally accredited institution in Social Work, Psychology, Education, Counseling or a related field and four years of related work experience which includes supervisory responsibilities

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. Updated Feb 2014
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.

**Preferred Qualifications:**

Work experience within a student development environment at a higher education institution

**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