



Job Description

Job Title:	Dean Enrollment Services	Grade:	DN
Department:	Enrollment Management & 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:

Plans, organizes, and directs administrative activities related to enrollment of students. Provides complex staff support to the Vice President for Enrollment and Student Services; coordinates assigned activities with other divisions, departments and outside agencies.

Characteristic Duties and Responsibilities:

1. Works closely with college constituencies in efforts to enhance student services in the assigned departments and functional areas.
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 general oversight and supervision for staff in assigned departments and functional areas.
5. Provides planning and operations assistance to executive management of the College through active participation and leadership on task forces, committees and councils.
6. Develops and presents reports and recommendations for a variety of programs and projects, and integrates the functions of the division in a manner that is responsive to student services, the campus and community.
7. Implements strategies and processes to perform and assess outcome measures for programs and services; makes recommendations for improvements based on assessments.
8. Works collaboratively with instructional faculty and academic support programs to facilitate and enhance student services for assigned areas.
9. Manages 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).
10. Provides administrative and executive assistance on academic and administrative matters.
11. Counsels and advises students on academic and administrative matters, suggests alternative courses of action, investigates and settles student grievances.
12. Perform additional duties as assigned by Vice President of Enrollment and Student Services.
13. Other 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. January 2013



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Reporting Relationships:

Direction Received: Reports to the Vice President Enrollment Management & 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:

Master's Degree from a regionally accredited institution 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