Job Title: VP Enrollment Management & Student Services

Department: Executive VP Office

Grade: S

FLSA: Exempt

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**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.**

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**General Function:**

To plan, oversee, organize and direct the College’s enrollment management and student services programs and activities; to ensure that assigned functions fulfill college goals and objectives; to supervise assigned staff; and to provide highly complex and responsible staff assistance to the College’s Executive Vice President, President and Board of Trustees.

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**Characteristics Duties and Responsibilities:**

1. Leads all enrollment management and student support functions at all campuses of the College. Develops, plans, implements and administers programs and services as well as establishing policies and procedures necessary to support the College’s departments, staff and students.

2. Oversees the activities and operations of assigned functions; ensure that operations meet the strategic goals and objectives of the College.

3. Establishes, implements and monitors program evaluation systems for all programs and services within the area of responsibility.

4. Supervises and directs the College’s student related marketing and research initiatives.

5. Participates as a member of the Executive Vice President’s management team and the President’s Cabinet.

6. Coordinates assigned programs and activities with those of other college departments and programs as well as outside agencies and organizations.

7. Provides staff assistance to the Executive Vice President, President and Board of Trustees; prepare and present staff reports and other necessary correspondence.

8. Selects, trains, motivates and evaluates administrative staff; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

9. Assists in the development and administration of the budget for assigned functions; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; made mid-year corrections.

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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. May 2014
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10. Serves on a variety of committees and task forces; research and develop recommendations related to the College.

11. Maintains awareness in current developments in enrollment management, student services, higher education and fields related to assigned functions.

12. Represents the College at community and outside organization functions.


14. Performs related duties as assigned.

Reporting Relationships:

Direction Received: Receives general administrative direction from the College’s Executive Vice President

Direction Given: Exercises direct supervision over professional, technical and clerical staff

Minimum Requirements:

Master’s Degree from a regionally accredited institution and five years of increasingly responsible, executive level, administrative experience in higher education. Experience in enrollment management and/or student services highly desirable as well as an understanding of the applications of technology to these fields. Experience with research and use of data.

Preferred Requirements:
Doctorate Degree or its’ equivalent from a regionally accredited institution
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Knowledge, Skills, Abilities, and Worker Characteristics:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Conduct enrollment management related research and interprets and utilizes outcome data
- Gain cooperation through discussion and persuasion
- Develop vision for enrollment management and student support services and motivate staff to achieve the vision
- Select, energize, supervise and evaluate administrative and support staff
- Develop, interpret and apply college policies, procedures, rules and regulations
- Prepare, analyze and implement appropriate recommendations related to college affairs.
- Maintain effective work relationships with members of the community, the student population, and college academic and administrative staff.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and analyze administrative and statistical reports, statements and correspondence.

Working Conditions:

Typical Office Environment

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