

San Jose Evergreen Community College District Classified Management Job Description

Position: Dean of Enrollment Services

Department: Student Services

College: EVC or SJCC

Date: February 2007

POSITION PURPOSE

Reporting to the Vice President of Student Affairs, the Dean of Enrollment Services provides proactive access and enrollment services to the needs of students from diverse communities; supports the professional needs of staff in assigned areas. Working cooperatively with the staff, and operating within established duties and responsibilities, the Dean has the responsibility and authority to make decisions on matters related to access and enrollment services: plan, organize, administer, develop, and evaluate the programs, projects, and activities of assigned programs and services; provide administrative leadership and support to staff in offering quality enrollment services; and supervise and evaluate the performance of assigned personnel.

NATURE and SCOPE

The Dean works cooperatively with the campus community, including the faculty and staff as well as the greater community including high schools, community agencies, businesses and higher education in promoting and supporting college enrollment. The Dean of Enrollment Services is responsible for overseeing and Outreach and Relations with Schools, Admissions and Records, Financial Aid, Assessment Services and other student services as assigned. In collaboration with campus stakeholders, the Dean is responsible for the development and implementation of an integrated and user-friendly set of enrollment services in a high-tech, high-touch environment.

KEY DUTIES and RESPONSIBILITIES

1. Provide leadership and direction to the Outreach and Relations with Schools team in developing and implementing the College's Recruitment Plan including student tracking, follow-up and regular reporting on progress toward stated goals and objectives.
2. Assure that potential students in all segments of the community are contacted including high school students, re-entry adults, veterans, athletes and others
3. Provide leadership and direct oversight to staff in Admissions and Records; serve as College Registrar; plan, review and evaluate admissions practices; standards and procedures, aligning them with Title 5, Ed Code, Federal Government and District Policies and Procedures.
4. Provide accurate and timely information to students, faculty and staff; maintain accurate records of academic achievements of students; provide for evaluation of foreign, domestic, high school and transfer transcripts; support verification of athletic eligibility; assure that concurrent enrollment documentation is collected and maintained.
5. Direct Veteran's Affairs Program through assigned A&R Coordinator; assure that veterans are advised and assisted in applying for educational benefits and other support services available to them; assure that eligibility requirements are evaluated according to federal law and that appropriate documentation is maintained.
6. Provide leadership and direction to Director and staff assigned the responsibility for determining eligibility for and disbursement of financial aid to students in the form of grants, loans and work study; assure compliance with complex regulations, requirements, and restrictions; facilitate

reporting to the state and federal government.

7. Work with the Dean of Counseling and Matriculation to plan for, schedule and deliver assessment services on and off-campus; supervise classified staff assigned to this area.
8. Assure that assigned staff is adequately educated and trained in working with sensitively with students from all segments of the community, including those who are immigrant or first generation, English learners, academically under-prepared, from different religious backgrounds or different sexual orientation and those who with disabilities.
9. Provide leadership and advocacy in the use of technology to deliver services to students, while reserving human resources to provide personal assistance to students in problem-solving.
10. Prepare and administer annual budget for assigned areas of responsibility. Review and approve expenditures according to establish District Policies and Procedures. Prepare and maintain a variety of records/reports and justifications/recommendations related to budget; facilitate the acquisition of supplies and equipment.
11. In accordance with accreditation standards, support assigned areas in the development, implementation and evaluation of student learning outcomes and program review processes.
12. Work with Vice President of Student Affairs and Dean of Counseling and Matriculation in providing integrated, coordinated and comprehensive student support services that effectively support student success.
13. Collaborate with Academic Affairs to assist students in successfully navigating through institutional processes and procedures; provide support to faculty in processes dealing with census reporting, class add/drops, early alert monitoring and grading,
14. Prepare yearly goals and an evaluation report in areas of responsibility.
15. Hold meetings within the area to facilitate communication.
16. Prepare and recommend job specifications, qualifications, and announcements for new positions in the area.
17. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, discipline and terminate personnel according to established policies and procedures.
18. Approve conference requests and purchase orders for the area.
19. Maintain inventories of supplies and equipment allocated to the area.
20. Serve on College and District committees as assigned.
21. Assist in the development, implementation and review of District policies and procedures.
22. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Higher education and student services in California community colleges.

2. Matriculation process at California community Colleges.
3. Use of technology in delivery of enrollment services.
4. Effective outreach and recruitment strategies.
5. Local K-12 districts, community, educational and training agencies.
6. Title 5 and Ed Code regulations related to Admissions and Records.
7. Concurrent Enrollment, Middle College and Early High School Programs.
8. Admissions/Registration requirements related to International Students.
9. Financial Aid Programs and other financial assistance that is available to students at the community college level.
10. Collective bargaining contract negotiation and administration.
11. Budget preparation and control.
12. Funding and budget methods and regulations regarding the use of funds.
13. Principles and practices of administration, supervision, and training and evaluation.
14. Interpersonal communication skills using tact, patience, and courtesy.
15. District organization, operations, policies, mission, and objectives

Skills and Abilities:

1. Plan, organize, develop, and evaluate the programs, activities, and services that meet student and community needs.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
4. Present a positive image of the College in the community.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt effective courses of action.
7. Plan and organize work to meet schedules and time lines.
8. Understand the needs of assigned areas and participate with the management team to coordinate projects and set goals and priorities for the College as a whole to offer effective services to students.
9. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision making.
10. Develop grants or special project applications.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Any combination equivalent to: Master's degree in a discipline related to the assignment.
3. One year of formal training, internship or leadership experience reasonably related to the administrative assignment; or
4. Possession of a California Community College Instructor Credential and/or Community College Supervisor Credential.

Working Conditions:

1. Typical office environment.

Board Approved: February 13, 2007

Salary Range: M-30

EEO-Category: 2B1 – Executive/Administrative/Managerial