



Job Classification Description

ASSOCIATE DEAN OF ENROLLMENT SERVICES/JSC Non-Bargaining Unit

**Grade 17
Exempt**

BASIC FUNCTION

To develop, coordinate and administer student recruitment, admissions, and financial aid programs and personnel at the college to meet the College enrollment goals and objectives in compliance with the VSC Board of Trustees' policies and procedures.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, manage, direct and supervise the programs, policies and personnel related to the administrative functions of student enrollment that include recruitment, admissions and financial aid programs.
- Confer with the College President and other key administrators to develop and implement goals and objectives that enable and encourage students to enroll and to successfully retain the student enrollment.
- Provide and oversee systems to support the assigned programs technically and to maintain student records while fostering a supportive and responsive environment to meet the needs of students.
- Work with college and systemwide administrators to develop policies and procedures for student enrollment, financial aid and registrar functions.
- Supervise and train key administrators, including the Assistant Director of Admissions and the Assistant Director of Financial Aid; provide administrative supervision for all staff and administrators in the assigned programs.
- Develop and manage budgets and review expenditures for assigned programs.
- Plan, develop and supervise special events related to enrollment services.
- Perform field work as needed to support recruitment projects; provide consultation to students, parents, and a variety of internal and external groups or individuals.
- Oversee and prepare reports and data on enrollment and financial aid information for a variety of sources; project future enrollments and provide data and information for planning and documentation.
- Represent the college on committees, councils, task forces and other groups directed by the College, Office of the Chancellor and/or the Board of Trustees.
- Work with college and system councils to develop college and systemwide policies and procedures to support student recruitment and enrollment.

Associate Dean of Enrollment Services/JSC, continued

- Keep abreast of current developments in areas related to recruitment, admissions and financial aid.
- Perform other related duties as assigned by the President.

SUPERVISION RECEIVED

General supervision is received from the President with functional support from the Dean of Administration and the Dean of Academic Affairs.

SUPERVISION EXERCISED

Administrative and functional supervision of ten to fourteen administrators and staff within the enrollment services area.

MINIMUM QUALIFICATIONS

Masters degree in an appropriate discipline, plus four to seven years of relevant administrative and management experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of higher education administration principles, practices and procedures.
- Strong knowledge of recruitment, admissions, and financial aid functions in a higher education environment.
- Knowledge of communication and counseling techniques and methods.
- Ability to exercise judgment and discretion in applying and interpreting college policies and procedures.
- Ability to write clearly and express ideas logically.
- Ability to deal effectively with a wide range of individuals/groups inside and outside the VSC.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.