



Job Classification Description

**ASSISTANT DEAN FOR ADMISSIONS/LSC
VSC UP – SUP BARGAINING UNIT**

**Grade 15
Exempt**

BASIC FUNCTION

To lead and manage all college functions related to student recruitment and admissions; to plan and execute strategies to ensure annual recruitment meets established college goals; to oversee the admissions staff and manage recruitment resources effectively.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Develop and implement strategies to meet established recruitment goals.
- 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.
- Plan, manage, direct and supervise the programs, policies and personnel related to the administrative functions of recruitment and admissions.
- Work with college and systemwide administrators to develop policies and procedures for student enrollment.
- Supervise and train key administrators, including the assistant directors of admissions, counselors, office staff, and students.
- 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 recruitment from a variety of sources; project future enrollments and provide data and information for planning and documentation.
- Coordinate admissions functions with support offices such as financial aid, registrar, business, student affairs, alumni, and others as appropriate.
- Work with college and system councils to develop college and systemwide policies and procedures to support student recruitment and enrollment.
- 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.
- Keep abreast of current developments in areas related to recruitment and admissions.
- Perform other related duties as assigned by the president.

Assistant Dean for Admissions/LSC, continued

SUPERVISION RECEIVED

General supervision is received from the president with functional support from the dean of administration and the dean of academic & student affairs.

SUPERVISION EXERCISED

Administrative and functional supervision of staff within the admissions area.

MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate discipline required, master's preferred, 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.
- Strong interpersonal skills.

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.

10/03