



## Job Classification Description

### **DEAN OF ENROLLMENT MANAGEMENT & STUDENT AFFAIRS**

**Grade 19  
Exempt**

#### **Non-Bargaining Unit**

#### **BASIC FUNCTION**

To oversee and assume responsibility for college recruitment, retention and placement. To serve as the college administrator responsible for programs and personnel in the various departments of student affairs in compliance with the VSC Board of Trustees' policies and procedures.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, implement, administer and oversee the programs and services in the major college division which includes: Admissions, Career Planning and Placement, Health Services, K-12 programs, Financial Aid, Intercollegiate Athletics, Residential Life and Student Life.
- Develop and implement, policies, goals and objectives that enable and encourage students to apply, enroll and fully participate in a diverse array of educational, cultural, recreational and social activities.
- Exercise supervisory responsibility for all staff members within the division. Plan and conduct staff meetings, as well as providing opportunities for professional development. Confer regularly with staff to plan and coordinate activities and projects, assign and review work and resolve issues.
- Plan, request, administer and monitor the operating budgets for all assigned areas.
- Initiate and develop contacts with and represent the college to a wide range of individuals, and organizations in carrying out all assigned functions.
- Oversee and maintain effective community relations in regard to student activities and needs.
- Oversee data maintenance and prepare a wide range of reports in areas related to areas of responsibility.
- Represent the college on committees, councils, task forces and other groups directed by the President, Office of the Chancellor and/or the Board of Trustees.
- Collaborate with college and system councils to develop college and system-wide policies and procedures in student affairs.
- Keep abreast of current developments in areas related to college administration and student affairs.
- Perform other related duties as assigned by the President.

### **SUPERVISION RECEIVED**

Direction is received from the President.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of staff within the assigned departments and programs.

### **MINIMUM QUALIFICATIONS**

Master's degree in an appropriate discipline with a doctorate 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.

- Thorough knowledge of higher education administration principles, practices and procedures.
- Demonstrated leadership abilities, strong oral and written communication skills, a proven ability to be a team player in a management setting, a genuine interest in students, a demonstrated commitment, understanding and interest in diversity and an understanding of the complexity of students' lives.
- Ability to exercise judgment and discretion in preparing, applying, and interpreting college and system-wide policies and procedures.
- Ability to deal effectively with a wide range of individuals/constituencies 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.**