

## Dean of Student Services

<b>Division</b>	Instruction & Student Services	<b>Department</b>	Student/Enrollment Services		
<b>Classification</b>	College Administrator	<b>Revised</b>	2005		
<b>Supervisor</b>	Vice President, ISS	<b>Position #</b>		<b>Job Class</b>	

### Statement of Primary Purpose

To create and sustain effective student and enrollment services for the College that are driven by service to students and focused on achieving enrollment goals through the planning and implementation of effective strategies for marketing, recruiting, enrolling and retaining students; To provide leadership and direction to the Student/Enrollment Services staff in implementing effective student-centered programs and services.

### Classification

College Administrator

### Essential Functions and Responsibilities

Supervision is provided for a wide range of services, including outreach/recruitment and the admission of curriculum students; career planning and job placement; enrollment counseling; and the college testing program which includes the administration of a standardized placement test, information technology (IT) certification examinations and entrance examinations for specialized programs of study in the health field.

Develop and implement strategic admissions outreach/recruitment strategies for prospective students; work cooperatively with the Public Information Office to create recruitment publications and implement marketing strategies; ensure the accuracy of student/enrollment services information included in the college catalog; oversee the process for admitting students and monitor the acceptance of candidates into those programs with selective admissions requirement; safeguard the integrity of the admissions process, student records and the registration process; maintain accurate data on admissions applications, headcounts and estimated FTE's; oversee the new student orientation and registration process; maintain effective testing, enrollment counseling and career counseling services to students and prospective students; plan and implement effective strategies for enhancing student life; work closely with the Student Leadership Association; assist each service area supervisor with the development of annual budgets; assist and advise in developing/revising policies and procedures related to students, enrollment services and student development activities;

### Additional Duties and Responsibilities

Serve as a member of the Curriculum and Instruction Committee, the President's Council, the Advising Committee, the Distance Learning Committee, and the Instruction & Student Services Administrators Group; Serve as co-chair of the Retention Committee; Serve as chair of the Orientation Committee;

### Minimum Qualifications

<b>Education</b>	Bachelor's and Master's required
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<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>● Strong managerial organizational leadership skills</li> <li>● Excellent written and oral communications and presentation skills</li> <li>● Strong interpersonal skills</li> <li>● A good working knowledge of a student information system</li> <li>● A good working knowledge of marketing and recruiting</li> </ul>		
<b>Physical Demands</b>	None		
<b>Licensing Requirement</b>	None		
<b>Working Conditions and Environment</b> (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)			
Extended hours during peak service periods such as registration; occasional travel			
<b>Equipment Operation</b>			
Standard office equipment, including PC			
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>			