



## **JOB TITLE: DEAN OF ENROLLMENT SERVICES**

Classification: Academic Administrator

Retirement Type:

PERS\*\*

Salary Range: 16

Revised/Board Approved: June 19, 2017

---

### **BASIC FUNCTION:**

Under general direction of the Vice President of Student Services, plans, directs, manages, supervises, oversees, and coordinates the Enrollment Services Division which includes Admissions and Records, Financial Aid, International Student Program, Outreach, Assessment, Orientation and other assigned departments; performs other duties as assigned. The Dean ensures the integrity of all policies, procedures, and programs and works to support the college as a whole. The Dean coordinates assigned activities with other district departments, divisions, and outside agencies and provides highly responsible and complex administrative support to the Vice President of Student Services.

### **REPRESENTATIVE DUTIES:**

Provides managerial direction including planning, coordination, evaluation and accountability for admissions, international students program, financial aid, registration, records management and the awarding of degrees and certificates. Integrates the functions of the division in a manner that is responsive to student needs, the campus and the community.

Provides leadership in the evaluation and improvement of processes within Enrollment Services to assure that all services provided to students are prompt, efficient and lead to a seamless enrollment experience for the student.

Plans, organizes, controls, and directs the registration of District students; directs the review and processing of student enrollment applications; ensures proper, timely, smooth and efficient registration processes; prepares related Admission and Records information for the catalog and class schedules.

Prepares and maintains accurate State and federal reports including student attendance accounting records, student permanent records, student residency, faculty grades and attendance records; registration and enrollment statistics and other records as assigned; participate in audits of records as assigned.

Coordinates department programs, services, and communications between administrators, faculty, staff, other departments and divisions, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of department activities.

Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.

Provides general oversight and supervision for staff in directly assigned departments; allocates personnel and resources to optimize departmental efficiency and effectiveness.

Consults with Information Technology Services and participates in the development and enhancement of specialized automated systems; maintains current knowledge in the latest technology related to functional areas, including hardware and software capabilities; provides major input to long-range technology planning decisions.

Oversees the development, implementation, maintenance, and evaluation of Enrollment Services and ensures that state and federal regulations are implemented in academic policies and anticipates legal ramifications, including but not limited to, security, privacy, and identity theft, and fraud.

Participate in outreach activities and maintain effective communication with feeder school districts, community based organizations and public agencies; develop and participate in college-community partnerships; make public presentations on behalf of the college.

Implements strategies and processes to perform and assess outcomes measures for programs and services; makes recommendations for improvements based on assessment.

Manages, develops, and administers, in collaboration with division managers, the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Attends, participates in and represents El Camino College on relevant statewide and regional organizations and committees as appropriate; provides planning and operations assistance to executive management of the College through active participation and leadership on task forces, committees and councils.

Oversees the development of the division calendar and contributes to the development of the campus-wide calendar for registration activities.

Performs other related duties as assigned.

### **JOB QUALIFICATIONS:**

A Master's degree from a regionally accredited college or university or the equivalent\* and 3 years of experience in programs related to the assignment and 1 year of leadership or administrative experience.

Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

\*Equivalency to be determined by the El Camino Community College District Board Policy 4119 – Equivalence to the Minimum Qualifications.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of enrollment services programs, services, plans, strategies, processes, systems, projects, goals, and objectives.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations including Title 5 and Education Codes related to attendance accounting, residency, student and faculty rights, record-keeping and related matters.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.

Modern office practices, methods, and computer equipment and applications.

English usage, spelling, vocabulary, grammar, and punctuation.

#### Abilities/Skills:

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

Understand scope of authority in making independent decisions.

Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### Licenses or Other Requirements:

Valid California driver's license.

#### **WORKING CONDITIONS:**

May require off-site travel.

Work under tight timelines.

\*\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.