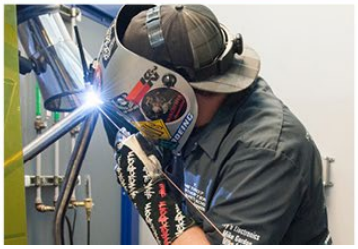
El Camino College

Dean of Strategic Enrollment Services






El Camino College seeks a visionary, innovative, strategic, passionate, and experienced Dean of Strategic Enrollment Services who will foster campus collaborations that support the next stage of growth and achievement for El Camino College.

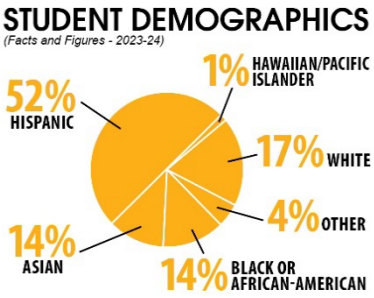
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities. El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately $600,000 awarded annually.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.



With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

DEAN OF STRATEGIC ENROLLMENT SERVICES

Division: Enrollment Services
Posting Closing Date: 12/24/26
Req: A2627-021
Position Type: Educational Administrator

KEY ROLES/RESPONSIBILITIES

Under direction of the Vice President of Equity and Student Services, exercise overall leadership of the Strategic Enrollment Services Division providing oversight for a comprehensive range of student service areas that are critical to the recruitment, enrollment, and retention of diverse student populations (e.g., first-time students, transfer students, returning students, international students, dual/concurrent enrolled students.) Provide vision and leadership over Admissions and Records, Financial Aid, Outreach, the International Student Program, Welcome Center, Contact Center, and other assigned departments. Organize, direct, and improve functions such as assessments, orientations, enrollment communications to deliver integrated, equity-minded, and student-centered enrollment services.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the departments and Division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned faculty and staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Job Description

FUNCTIONAL RESPONSIBILITIES

1. Be an involved participant on the Strategic Enrollment Services management and leadership teams. Collaborate with managers from all areas of the College to identify and address bottlenecks in course offerings that may impact enrollment.
2. Develop, implement, and continuously improve a comprehensive enrollment communication strategy that supports access, equity, student success, and institutional enrollment goals.
3. Ensure coordinated, student-centered communication across Admissions & Records, Financial Aid, Counseling, Outreach, Orientation, and related enrollment service areas.
4. Oversee the design, sequencing, and delivery of multi-channel communications (email, text, web, portal, print, and emerging platforms) guiding students through application, assessment, placement, registration, and enrollment milestones.
5. Establish communication standards and workflows that promote clarity, accessibility, compliance, and culturally responsive messaging for diverse student populations.
6. Collaborate with Information Technology, Marketing, and Institutional Research to improve communication systems, CRM tools, automation, and data-informed messaging practices.
7. Monitor enrollment trends and progress throughout each enrollment cycle to inform decision-making and strategy adjustments. Leverage data to improve student retention as part of an integrated enrollment management strategy. Ensure institutional data-management, record-keeping, and reports are prepared and presented in an actionable format to support the achievement of enrollment goals.
8. Collaborate with noncredit programs and Career Development and College Preparation (CDCP) initiatives. Design and implement seamless enrollment processes and student success pathways that support student transitions to

credit programs and long-term educational goals.

9. Oversee the student grievance process. Ensure timely, fair, and consistent resolution of complaints in accordance with college policies, procedures, and applicable regulations. Promote a student-centered and equitable approach to grievances.
10. Serve as the Principal Designated School Official (PDSO). Ensure compliance with the Student and Exchange Visitor Program (SEVP). Manage all Student and Exchange Visitor Information System (SEVIS) records. Maintain all Form I-17 documentation to support and retain international students enrolled at the College.
11. Oversee the development, implementation, maintenance, and evaluation of the Strategic Enrollment Services department program reviews and Service Area Outcomes (SAOs) to advance institutional effectiveness. Ensure that state and federal regulations are implemented in policies, and anticipate legal ramifications, including but not limited to, security, privacy, and identity theft.
12. Oversee efforts to identify and mitigate fraudulent enrollment activity in compliance with institutional and regulatory requirements.
13. Plan, organize, coordinate, and direct the operations and activities of the Strategic Enrollment Services department. Meet compliance requirements, file reports, manage budgets, monitor timelines, and ensure quality outcomes. Coordinate assigned activities with other College departments, divisions, and outside agencies.
14. Provide managerial direction including planning, coordination, evaluation, and accountability for admissions, international student programs and services, graduation, financial aid, registration, onboarding of students, records management, and the awarding of degrees and certificates. Integrate the functions of the department in a manner that is responsive to student needs, the campus, and the community.
15. Provide leadership in the evaluation and improvement processes within Strategic Enrollment Services to assure that all services provided to students are prompt, efficient, and lead to a seamless enrollment experience for the student.
16. Direct, plan, organize, and control all aspects of the onboarding and enrollment process in a timely, smooth, and efficient manner. This includes but is not limited to: registration, Financial Aid, and Admissions and Records information for the catalog and class schedules.
17. Be responsible for accurate and timely submission of 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. Participate in audits of records as assigned.
18. Monitor grants to comply with grant guidelines. Ensure the obtainment of grant outcomes.
19. Monitor changes in laws, regulations, and technology that may affect District or departmental operations. Implement policy and procedural changes as required.
20. 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 and make public presentations on behalf of the College.
21. Oversee the development of the Strategic Enrollment Services department calendar and contribute to the development of the campus-wide calendar for registration activities.
22. Assure the provision of a student-centered, customer-service oriented environment for the delivery of all department functions and promote such an environment across campus. Provide leadership in the use of technology to assure the effectiveness and efficiency of department operations.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines.

Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of student services.

3. Train, supervise, motivate, and evaluate the performance of personnel as assigned; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for efficient and appropriate use and security of assigned facilities; assure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university.

Experience: Two (2) years of formal training or leadership experience reasonably related to assigned areas.

DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

- Experienced in managing complex projects/programs or federal contracts (including budgets and reporting) in a higher education setting.
- Expertise in effective principles, practices, procedures, and techniques involved in development, implementation, and evaluation of enrollment services, programs, plans, strategies, processes, systems, projects, goals, and objectives.
- Knowledge of Title 5 and Education Codes related to attendance accounting, residency, student and faculty rights, record-keeping, and related matters.

Abilities/Skills:

- Ability to plan, organize, coordinate, and direct the activities and operations of a strategic enrollment services department.
- Ability to provide a safe and secure working and learning environment for students to achieve their full potential.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. ***Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

WORK ENVIRONMENT

Duties are performed primarily in an indoor office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

PHYSICAL DEMANDS

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: THURSDAY, DECEMBER 24, 2026 AT 3:00 P.M.

SALARY: **The starting salary range $177,502.32 (Annually)**

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached ($205,795.20 annually).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time administrative position. Educational Administrators are employed on an initial one-year contract stating terms and conditions of employment. Contracts are subject to renewal and board approval to confirm continued employment. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs.

Administrators may work all or a portion of the work days that fall between December 25 and January 1. Administrators may also use their accrued vacation days to cover all or a portion of the work days that fall between December 25 and January 1.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: ADA Job Applicant Accommodation Request (maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is $600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available toward which both the College and the employee contribute.

Sick Leave and Disability
Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at fifty percent.

Retirement
Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

Summer Work Hours
During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: http://www.elcamino.edu/jobs
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: Commission Approved Foreign Transcript Evaluating Agencies | Commission

Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Pamela Jones
310-660-3593, Ext. 3479
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.