

DESERT COMMUNITY COLLEGE DISTRICT

DEAN, ENROLLMENT SERVICES

BASIC FUNCTION

Responsible for performing a variety of administrative and supervisory duties, such as planning, managing, coordinating and evaluating the activities of the Enrollment Services functional areas, including Admissions and Records and Financial Aid Programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from area vice president. Exercises supervision over assigned personnel.

EXAMPLES OF TYPICAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Plans, organizes, directs, administers, reviews, and evaluates assigned programs and services, including Admissions and Records and Financial Aid functions, policies and procedures; serves as the District registrar.
2. Develops and oversees implementation and on-going evaluation of registration procedures and activities; assists in the development, evaluation and implementation of District money handling policies and procedures regarding the collection of all tuition and student fees for the District.
3. Develops annual goals and objectives for planning and evaluation purposes and operational efficiency; assists in leading institutional planning and program review; establishes work standards, leads, models and guides to ensure appropriate levels of service is provided by all unit staff members; facilitates staff training; regularly schedules and chairs staff meetings and special meetings as needed.
4. Participates in interviews and offer recommendations for selection of job applicants; manages, directs, and evaluates the work of assigned staff in the area of responsibility.
5. Oversees and produces the annual commencement ceremony and related activities.
6. Interprets county, state and federal policy and legislation governing the administration, and regulations; monitors legal compliance as mandated by regulations; advises faculty, administrators, staff and students regarding academic and financial aid policies and procedures, graduation requirements and maintenance of student records; responds to public inquiries, complaints, and assists with resolutions and alternative recommendations.
7. Evaluates and makes decisions on student petitions for exceptions to requirements, policies and procedures.
8. Participates in governance structure through committee memberships; serves on regular and special committees as assigned by the area Vice President; and represents the division concerns and needs
9. Ensure integration of admissions, records and financial aid functions with all other student service and academic programs to address and meet student needs; consults with District Information Technology Services and participates in the development and enhancement of specialized automated systems; provides input to long-range technology planning decisions.
10. Prepares, reviews, and presents reports, various management and information updates, and reports on projects as assigned.

11. Oversees and administers the department budgets.
12. Serves as liaison with other departments and outside agencies; attends and participates in professional group meetings and various committees and advisory boards.
13. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Applicable federal, state, and local laws, regulations ordinances, policies, and procedures relevant to the assigned area of responsibility.
2. Modern and complex principles and practices of enrollment management, program development, and administration.
3. Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
4. Principles and procedures of record keeping and statistical reporting.
5. Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
6. Community college students, their diverse ethnic and cultural backgrounds, age groups, and educational goals as found on a community college campus.
7. Strong verbal, written, and interpersonal communication skills.
8. Demonstrated organizational skills and management expertise including successful personnel and budget management

Ability to:

1. Use tact, initiative, prudence, ethics, and independent judgement within general policy, procedural, and legal guidelines.
2. Become familiar with, or ability to quickly gain knowledge of, state and federal laws relating to community college admissions, records and financial aid.;
3. Communicate effectively with diverse constituencies, within and outside the District..
4. Implement and oversee utilization and maintenance of computerized student data base systems.
5. Develop and articulate a vision for a community college, learning-centered Admissions and Records and Financial Aid unit.
6. Support learning centered instructional methodology and work effectively and collaboratively with Instruction.
7. Understand scope of authority in making independent decisions.
8. Establish and maintain effective working relationships.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Use of research and identification of outcomes.
11. Maintain current knowledge in the latest technology related to functional areas, including hardware and software capabilities;
12. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students.

Education and Experience:

Possession of a Master's degree from an accredited institution; and five (5) years of experience in admissions and records, financial aid, enrollment services, or related field, including two (2) years of experience in a leadership or supervisory role.

Licenses and Other Certifications:

Travel will be required for this position. Incumbent will be financially responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS

This is primarily a sedentary office classification although movement between work areas may be required. Must be able to work in a standard office. Must be able to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, or pull light to moderate amounts of weight. Dexterity of hands and fingers to operate a computer equipment.

WORKING CONDITIONS

Office environment with moderate noise levels, controlled temperature conditions, and constant interruptions. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

EMPLOYMENT STATUS

Educational Administrator

Range: XI

Approved: 7/2005

Revised: 05/17/2024