

DESERT COMMUNITY COLLEGE DISTRICT

DEAN, ENROLLMENT SERVICES

THE POSITION

The Dean of Enrollment Services is an Educational Administrator position as designated by the Board of Trustees of the Desert Community College District. The Dean is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Dean is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

Under the direction of the Vice President, Student Services, responsible for planning, managing, coordinating and evaluating the activities of the Admissions and Records and Financial Aid Programs and other related duties and responsibilities as assigned. The position includes evening responsibility.

REPRESENTATIVE DUTIES

1. Manage, direct and lead the District Admissions and Records and Financial Aid functions, policies and procedures.
2. Serve as the District Registrar. *E*
3. Interpret county, state and federal policy and legislation governing the administration, regulations, and perform other related duties. *E*
4. Develop and oversee implementation and on-going evaluation of registration procedures and activities. *E*
5. Develop annual goals and objectives for planning and evaluation purposes and operational efficiency. *E*
6. Manage, direct, and evaluate the work of classified supervisors and other support staff in the area of responsibility including the identification, selection, evaluations, and training. *E*
7. Oversee and produce the annual commencement ceremony and related activities. *E*
8. Advise faculty, administrators, staff and students regarding academic and financial aid policies and procedures, graduation requirements and maintenance of student records. *E*
9. Participate in the development, evaluation and implementation of District money handling policies and procedures regarding the collection of all student tuition and fees for the District. *E*
10. Establish work standards, lead, model and guide to ensure good customer service is provided by all unit staff members; facilitate staff training in customer services, team building, conflict resolution, communication skills, and other areas relative to the functions of the unit. *E*
11. Serve as Chairperson of the Academic Regulations Committee; evaluate and make decisions on student petitions for exceptions to requirements, policies and procedures. *E*
12. Participate in governance structure through committee memberships. *E*
13. Ensure integration of admissions, records and financial aid functions with all other student service and academic programs to address and meet student needs. *E*
14. Administer the Admissions and Records budget. *E*
15. Provide leadership in campus information technology; serve as liaison with Information Systems Office. *E*
16. Use of research and identification of outcomes. *E*
17. Participate in interviews and offer recommendations for selection of job applicants. *E*
18. Develop and maintain effective relationships with college faculty, administrators and staff as appropriate to assigned duties. *E*
19. Support learning centered instructional methodology. *E*
20. Regularly schedule and chair staff meetings and special meetings as needed; serve on regular and special committees as assigned by the Vice President of Student Services; represent the division concerns and needs to the Vice President of Student Services; participate in the Student Services Cabinet; and work effectively and collaboratively with Instruction. *E*
21. Plan, organize, direct, administer, review and evaluate assigned programs and services.
22. Other duties and responsibilities as assigned.

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE AND ABILITIES

Requires knowledge and understanding of community college students, their diverse ethnic and cultural backgrounds and the wide variety of their ages and educational goals as found on a community college campus, and a demonstrated ability to work with people from this diverse population. Ability to become familiar with, or ability to quickly gain knowledge of, state and federal laws relating to community college admissions, records and financial aid. Strong verbal, written, and interpersonal communication skills; communicate effectively with diverse constituencies, within and outside the District. Demonstrated organizational skills and management expertise including successful personnel and budget management. Ability to implement and oversee utilization and maintenance of computerized student data base systems. Develop and articulate a vision for a community college, learning-centered Admissions and Records and Financial Aid unit. Plan, organize, direct, administer, review and evaluate services within the division. Ability to serve as an effective leadership team member.

MINIMUM QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria for all educational administrative positions:

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Educational Administrator

E: Essential functions of the job.

Approved 7/2005
Leadership XI