

PERALTA COMMUNITY COLLEGE DISTRICT - May, 2011

ACADEMIC MANAGEMENT JOB DESCRIPTION

DEAN OF ENROLLMENT SERVICES

(Management Salary Range 3)

Job Code: 767

CLASS PURPOSE

Under direction of the Vice-President of Student Services, responsible for the coordination, integration and supervision of student admission, registration and records policies and services, with community and school outreach, financial aid, special programs (i.e. Veterans Services), and/or other key areas of student services. The Dean ensures that the various enrollment services units and other College departments collaboratively produce program outcomes that bring integrated services to students and the community.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plan, provide leadership for, organize and direct the establishment of an organizational culture based on strong team building and systematic collaboration among such student and College services as community and school outreach, student admissions, admissions and records, financial aid, special programs and/or other key services as assigned.
- Collaborate with other College and District administrators in order to plan and implement policies, procedures, programs and activities that demonstrate quality consistent service to students.
- Collaborate with information technology staff and other staff to promote and expand the use of technology in the delivery of registration, financial aid, outreach, reporting and other services and programs.
- Serve as technical advisor to review and resolve matters of regulatory interpretation related to the enrollment services units.
- Direct and participate in researching, compiling data for, and preparing special and regular reports, including annual program plans, editing information for the catalog and schedule of classes, and regulatory audits most often associated with financial aid and student records.
- Review petitions seeking waivers, approvals, and deterrents.
- Plan and administer department and program budgets, including grant and other externally funded budgets; analyze and recommend changes to staffing levels as needed.
- Use a computer database and a variety of computer software to set up, access, track and report on student, departmental, financial, statistical, and other data. Supervise the set-up and maintenance of student, faculty, budgetary, categorical funding and other online and manual records.

Job Description: Dean of Enrollment Services

- Participate as a member of select division and college committees.
- Train, direct, supervise, and evaluate the work of all academic and classified staff in the department, including day, evening, weekend, and summer services.
- Provides leadership that instills a spirit of innovation and high standards of individual performance.
- Perform other duties as assigned.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing office productivity software applications (i.e., work processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of state and federal laws, such as Title 5 and Education Code, as well as policies, programs, regulations and services related to student recruitment, admissions, enrollment, retention, financial aid, matriculation, and records management.
- Skill in budget development, maintenance, and reporting related to general fund, grants, and other externally-funded resources.
- Four (4) years of comprehensive and increasingly responsible management experience in student service or a related field.
- Skill in oral and written communication, including public speaking and complex reports.
- Skill in training, directing, supervising and evaluating the work of others.
- Proficiency in the use of a variety of computer software and databases and technology related to student and other educational services.
- Commitment to Participatory Governance.
- Effective organizational, communication and public relations skills.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

Job Description: Dean of Enrollment Services

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13