

DEAN, ADMISSIONS AND RECORDS

DEFINITION

Provides leadership, management, and supervision in the following areas: Recruitment and Outreach; Admissions; Assessment; Registration; Graduation; Articulation; College Catalog; Class Schedule and Handbook; Student Photo I.D. and Tracking System; Student Information Counter; Special Counseling for Scholars, Veterans, and Dismissed Students; Evaluation of Transfer Credit for GE Certification and IGETC; and Commencement. The Dean, as a member of the College Services team, plays an important role in the planning and implementation of Recruitment, Outreach and Retention activities.

SUPERVISION RECEIVED AND EXERCISED

Under the general direction of the Vice President, College Services.

EXAMPLES OF DUTIES

Administers and coordinates functions for admissions, enrollment management, assessment, articulation, record keeping and graduation application processing.

Establishes operating policies, procedures, and goals for staff within these areas.

Plans and coordinates efforts, in cooperation with others in College Services, Instructional Services, and Administrative Services, to implement student registration, enrollment management, fee payment, and other enrollment-related functions.

Selects, supervises, trains, and evaluates certificated personnel, as needed.

Prepares and distributes reports and enrollment analysis as required.

Provides leadership, while working collaboratively with all constituencies, for the direction of programs and services within areas of responsibility.

Provides administrative leadership and long-range planning and development for programs and services within areas of responsibility.

Prepares the annual State report which claims apportionment for the credit and noncredit programs at the college.

Maintains relationships with feeder high schools to facilitate the recruitment of potential students. Communicates with students and faculty regarding the enrollment procedures and policies for present and future registration cycles.

Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

Provisions of the laws, regulations, and policies governing the following:

The admission of applicants to community colleges;

The maintenance of records;
The awarding of certificates of achievement and Associate degrees;
The types of assessment tools that can be utilized; and
The claiming of apportionment for the college.

Computer applications to design and implement an enrollment management system; an automated course prerequisite checking system for enrollment purposes; an online academic history; and an automated graduation check.

Ability to:

Understand, and be committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student population.

Communicate effectively with staff and students (both orally and written).

Analyze and interpret laws, rules, and regulations.

Compile and present narrative and statistical reports in a concise and comprehensive manner.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education:

A minimum of a Master's Degree in any academic field from an accredited college or university.

Experience:

A minimum of five years of managerial experience in an admissions and records environment at a college or university.