SAN JACINTO COLLEGE
JOB DESCRIPTION
DATE: 11/29/16

TITLE: Dean, Enrollment Services

DEPARTMENT: Dean of Enrollment Services

SECURITY SENSITIVE: Yes

FLSA STATUS: Exempt

SALARY GRADE: 34

FUNCTION: Serves as primary leader for all campuses to assure all enrollment functions are leading edge, maintain open access to higher education, and adhere to the highest quality of standards. Lead, supervise, evaluate and direct Admissions Office, Testing & Assessment Services Center, Orientation and Campus Tours Office and the Welcome Desk at all campuses.

REPORTS TO: Associate Vice Chancellor, Student Services

SUPERVISES: Manager of Admissions (3)
Orientation and Campus Tours Coordinators (3)
Testing Center Coordinators (3)
Senior Administrative Assistant (1)

MAJOR RESPONSIBILITIES:

<table>
<thead>
<tr>
<th>Essential Job Functions</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supervises all functions pertaining to admissions, orientation, testing, first semester registration and welcome desk.</td>
<td>D</td>
</tr>
<tr>
<td>2. Interview, select, train, supervise, and evaluate a diverse staff through the performance management system. Make appropriate staffing recommendations in accordance with College policies and procedures.</td>
<td>W</td>
</tr>
</tbody>
</table>

1 A, B, CAFE, CHILD, 1A and 1B bands are Non-exempt, all other bands are Exempt
2 All job functions MUST add up to 100%
3 D=daily, W=Weekly, M=monthly, Q=quarterly & A=annually
3. Develop, recommend and manage the assigned campus budgets within student development area to ensure available dollars are effectively utilized. Ensure operational costs are in line with relevant budgetary controls. D 10

4. Serves on standing teams including Vice Chancellor’s Leadership Team, Provost's Leadership Team, Student Services Leadership Team and other teams, councils and task forces as requested. 10

5. Collaborate with counterparts to ensure consistent and uniform application of all functions, processes, and services within student services departments across the College. 10

6. Communicate with students to resolve issues related to orientation, admissions, and testing services. Including student requests for special circumstance admission, withdrawals and refunds. W 10

7. Maintains student records related to orientation, admissions and testing. W 5

8. Interprets, upholds and updates college policy related to the functions of the Enrollment Services Division. M 5

9. Ensures compliance with state and federal regulations related to the functions of the Enrollment Services Division. M 5

<table>
<thead>
<tr>
<th>Additional Job Functions:</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWM.O.A</td>
<td>%Time</td>
</tr>
<tr>
<td>1. Consult and collaborate with the campus Dean of Student Services to plan, implement, and evaluate the plans and services of the campus through data analysis. Submit monthly and annual written reports including professional improvement and growth activities.</td>
<td>M</td>
</tr>
<tr>
<td>2. Perform other duties as assigned.</td>
<td></td>
</tr>
</tbody>
</table>

Rev: 09/30/2015
REQUIRED/MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Knowledge of current trends and practices in admissions, orientation, and testing, and the ability to create and implement “cutting edge” progressive initiatives.
- Ability to organize and implement change.
- Ability to interview, select, train, supervise, and evaluate a diverse staff.
- Strong written and verbal communication skills with the ability to establish personal and professional credibility with both internal and external constituents.
- Broad knowledge of higher education issues, policies, principles and organizational models.
- Skills to maintain a fair and decisive leadership style with the ability to make independent judgments.
- Ability to analyze and evaluate outcomes and effectiveness of projects/programs.
- An innovative character thriving on challenge, who is customer and quality driven.
- Ability to generate and identify opportunities to improve present programs and/or operations.
- Demonstrates the determination to achieve objectives, particularly when subject to time/cost constraints.
- Knowledge of policy formulation and methods of analysis to establish practical policies and provide effective guidance in decision-making.
- Ability to schedule, assign, delegate, monitor, and evaluate the work of assigned staff.
- Ability to keep up-to-date on changes in technology and provide recommendations regarding the direction of the campus’s strategic plan.
- Ability to safeguard sensitive or confidential information from intentional or unintentional disclosure.
- Ability to meet deadlines for assigned reports and projects.
- Ability to provide feedback, support, and encouragement to staff.
- Evidence of progressive leadership in student affairs.
- Knowledge of and experience with federal, state, and local law and regulations pertaining to students college enrollment, student database enterprise systems, college policies, state and federal regulations pertaining to admissions, orientation and placement.
- Demonstrated experience with and/or commitment to working effectively with individuals from diverse backgrounds, in support of an inclusive and welcoming environment
- Ability to communicate complex issues to a varied audience.

Education and Experience:

**Required Education:**
Master’s degree from a regionally accredited institution

**Preferred Education:**
Doctorate degree from a regionally accredited institution

**Required Experience:**
Minimum of four (4) years of progressive managerial experience within an institution of higher education
Preferred Experience: Experience in one or more of the areas of responsibility: admissions, orientation, enrollment, or testing services.

Licenses/Certifications:

Required

Preferred

Licenses/Certifications:

<table>
<thead>
<tr>
<th>Work Environment</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Environment</td>
<td>D</td>
</tr>
</tbody>
</table>

D. W.M.O.A
NOTE: This job description is not an employment agreement or contract. The Chancellor/Vice Chancellor/President and/or designee has the exclusive right to alter this job description at any time without notice.

Employees of SJC are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one’s self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.

4 Examples include: walking, running, sitting standing, etc. Lifting up to 10, 25, 50 or over 100 pounds of force.