

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DEAN OF ENROLLMENT SERVICES Student Services LAS POSITAS COLLEGE

Range 19

MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

MANAGEMENT RESPONSIBILITY

The Dean of Enrollment Services is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the Vice President of Student Services, is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedures relevant to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

GENERAL DESCRIPTION

The Dean of Enrollment Services, under the supervision of the Vice President of Student Services, is responsible for the development, direction, supervision, fiscal management and evaluation of the following programs and services: Admissions and Records; Financial Aid; Veterans Services; International Student Program; and Community Education. The position will provide direct oversight of the aforementioned programs as well as have a primary role in supporting the College's marketing and enrollment management endeavors to include, but not limited to, the development and coordination of the College's Schedule of Classes. In addition, the position will have the responsibility for the compilation and finalization of the College's State funding report.

DUTIES AND RESPONSIBILITIES

The Dean of Enrollment Services:

1. Develops, directs, supervises, evaluates, and provides leadership to student services programs and services;
 - a. Supervises and evaluates the performance of assigned personnel; coordinate work assignments and schedules; interviews and selects employees;

**Chabot-Las Positas Community College District
Dean, Enrollment Services (Continued)**

- b. Works collaboratively with administrators , faculty, and classified professionals in support of various student services programs, services, and projects ;
2. Plans, develops and effectively administers budgets; prepares annual program plans, and oversees mechanisms for budget controls;
3. Directs and oversees the College's enrollment management functions related to student attendance accounting in accordance with established standards and requirements;
4. Works closely with the Vice President of Academic Services in the assessment of enrollment trends and strategies that have a direct effect on the College's FTES annual projections;
5. Works with the Vice President of Administrative Services in various service aspects of the College including bookstore, technology (3rd party products), financial aid and cashiering services; development and integration of "one stop" student support services;
6. Provides leadership and assistance to the staff in program development and/or service enhancement;
7. Provides leadership in institutional planning; program review; ensures goals and objectives outlined in program plans are met and/or redefined;
8. Provides leadership in the administration, organization, and development of the College International Students Program; develop program objectives, policies and procedures; assure consistency of objectives, policies and procedures with those of the college and the District;
9. Provides leadership, supervision, and coordination to the Admissions and Records Office;
10. Provides leadership, organization, and coordination to the Financial Aid Office;
11. Provides leadership, organization, and coordination in the development of a comprehensive Veterans program that will enhance services currently provided;
12. Monitors legal compliance issues as mandated by federal and state regulations;
13. Maintains liaison with administrators, classified professionals, and faculty members to assist them in the utilization of the services offered through Admissions & Records, Financial Aid, Veterans, and International Student Program;
14. Responsibility for development, coordination and publication of college class schedule;
15. Works collaboratively with Academic Services, Administrative Services, and Student Services administrators;
16. Develops and submit grant proposals in collaboration with program staff; administer grant projects;
17. Collaborates with College and District personnel responsible for marketing, outreach and recruitment;
18. Is responsible for the supervision of college operations at assigned times, including occasional service as administrator for the college in the evening or on Saturday or Sunday;
19. Performs major responsibility duties and all other related and implied duties as may be assigned by the Vice President of Student Services and the President;

**Chabot-Las Positas Community College District
Dean, Enrollment Services (Continued)**

20. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

MINIMUM QUALIFICATIONS

The minimum qualifications for service as an educational administrator shall be both of the following:

Education:

Possession of a master's degree; and

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

OR

Possession of a Master's degree from an accredited institution and three years' experience as an Administrator in Admissions, Records, Enrollment Services or other related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. The incumbent may be required to work some evenings, weekends, and travel.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The Dean of Enrollment Services shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by the Board of Trustees July 1, 2007
Effective: July 1, 2007
Revised by Board of Trustees on January 16, 2018
Effective: January 17, 2018
Job Family: Classified Administrator/Management