

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN OF ENROLLMENT AND SUPPORT SERVICES**

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President of Student Services for the supervision and administration of all programs and services provided through the Office of Enrollment Services which includes Admissions and Records, Financial Aid, International Student Program, On Campus Job Placement, Outreach, Scholarships, Veterans Services and other assigned departments; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

Under general direction of the Vice President of Student Services, plans, directs, manages, supervises, oversees, and coordinates the Enrollment Services functions as described above. The Dean ensures the integrity of all policies, procedures, and programs and works to support the college as a whole. The Dean coordinates assigned activities with other district departments, divisions, and outside agencies and provides highly responsible and complex administrative support to the Vice President of Student Services. The Dean works collaboratively with the Dean of Counseling and other Academic Deans.

1. Plans, organizes, implements, and administers the Enrollment Services department through Subordinate managers and coordinators. Works closely with all college constituencies in efforts to enhance student services in the assigned departments and functional areas.
2. Plans, implements and administers goals and objectives and ensures development of policies and procedures related to programs and services in assigned departments and functional areas. Provides managerial direction including planning, goal setting, implementation, coordination, evaluation and accountability for admissions, financial aid registration, records management and the awarding of degrees and certificates.
3. Provides general oversight and supervision for staff in directly assigned departments and functional managers. Allocates personnel and resources to optimize departmental efficiency and effectiveness.
4. Provides planning and operations assistance to executive management of the College through active participation and leadership on task forces, committees and councils.
5. Consults with District Information Technology Services and participates in the development and enhancement of specialized automated systems; maintains current knowledge in the latest technology related to functional areas, including hardware and software capabilities; provides major input to long-range technology planning decisions.
6. Develops and presents reports and recommendations for a variety of programs and projects, and integrates the functions of the division in a manner that is responsive to student needs, the campus and the community.
7. Oversees the development, implementation, maintenance, and evaluation of enrollment services and ensures that state and federal regulations are implemented in academic policies and anticipates legal ramifications, including but not limited to, security, privacy, and identity theft, and fraud.

8. Evaluates and directs the implementation of interfaces with student information systems. Implements strategies and processes to perform and assess outcomes measures for programs and services; makes recommendations for improvements based on assessment.
9. Provides effective management of the College fiscal resources including fiscal responsibility for assigned budgets and overall supervisory authority for the budget process in the division.
10. Represents the college at community and external organization functions.
11. Performs other duties as assigned by the Vice President of Student Services.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all assigned personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for handling student personal, program-and staff- related complaints, resolving conflicts, and student discipline issues; advises student groups and counsels students.

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budget for assigned programs and functions; has substantial responsibility for reporting and accounting for funding of programs, and related reports; seeks additional and alternative funding for programs and activities.

PLANNING

Plans all programs under supervision, student activities; responsible for preparation of schedules for work, events, courses, transportation services, and the delivery of services.

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible educational leader seeking positions of significant leadership in community institutions and activities, as well as community support organizations and on state boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership position and reputation on the local, state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing and supervision of service area and college-wide committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has

substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy and related reports.

- B. Resolves student complaints, problems, and conflicts; analyzes, applies and explains laws, regulations and policies to students and student groups; advises all groups and clubs and assures delivery of adequate health care and legal services.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possesses a California Administrative or Supervisory Credential authorizing service at the community college level or possesses a master's degree and has one year of formal training, internship, or leadership experience reasonably related to this administrative assignment; possesses the minimum qualifications to serve as a faculty member in the California Community Colleges.

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, services and activities, supervise staff, analyze and apply laws, rules and regulations, and build consensus.

Other: Possess sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.