

DEAN OF ENROLLMENT MANAGEMENT

GENERAL STATEMENT:

Concept of enrollment management is to work with the student from his/her first contact with the institution through admissions, orientation, testing, placement, advisement, retention, and graduation.

REPORTS TO:

Vice President of Student Services

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years college/university administrative experience.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Supervise and coordinate the overall planning and development of an enrollment management system.
- Supervise the office of school relations, guidance, and testing.
- Serve as registrar of the College.
- Assist vice president of student services and vice president of instruction in planning the College catalog.
- Oversee all aspects of registration for the system.
- Function as the admissions and records officer.
- Function as the official reporting and certifying officer of the College.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised:

JD158