

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN, STUDENT ENROLLMENT SERVICES

M251.100

BASIC FUNCTION: Under the administrative direction of the Vice President for Student Services, the Dean of Student Enrollment Services administers, plans, coordinates, directs and evaluates all aspects of assigned departments, programs, and services. The Dean of Student Enrollment Services develops, coordinates, and oversees a comprehensive enrollment management strategy and performs other Student Services administrative duties as assigned.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Administers the overall operations and related functions of the assigned departments, programs, and services within Student Services.
- *2. Leads in the development and execution of Butte College's comprehensive enrollment management plan.
- *3. Develops strategies and establishes goals and objectives for long- and short-term comprehensive, systematic, data-driven, research-based, strategic enrollment management plans to attract, enroll, and retain students.
- *4. Leads in the implementation and on-going evaluation of enrollment management strategies.
- *5. Drives collaboration within assigned departments and between applicable Student Services departments to continuously improve student recruitment, enrollment, and retention programs and processes.
- *6. Builds partnerships on and off campus to increase the understanding of students, applicants, and others of programs and services offered by Butte College.
- *7. Provides leadership for program development to promote an inclusive, equitable and diverse learning environment for students.
- *8. Develops, prepares, and administers budgets for the assigned departments; authorizes all expenditures, assumes responsibility for appropriate utilization of funds and establishes a procedure for timely process and approval of expenditures.
- *9. Directs and monitors the work of managers, faculty, classified staff and students on special projects and initiatives.
- *10. Provides leadership and direction to programs and subordinate staff, including providing direction to staff on communicating program specific information to students to ensure students are aware of and utilizing relevant programs.
- *11. Collaborates with academic and student support program managers, faculty, and appropriate staff to build, foster, and advance student-centered programs, services, and activities.
- *12. Participates in the selection, management, and evaluation of academic, management and classified staff within assigned departments. Supervisory duties include, planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, assisting with new employee selection, recommending employee discipline, transfers, promotions, and discharge as appropriate. Reviews and evaluates the work of subordinates for effectiveness, accuracy, and adherence to District policies; offers advice and assistance as needed.
- *13. Directs the development, maintenance, and distribution of promotional materials, to include, but are not limited to, websites and various social media associated with assigned departments and programs.
- *14. Directs project writing activities for federal, state, and local funding sources; communicates with federal and state agencies regarding issues pertaining to assigned departments.
- *15. Completes assignments in compliance with applicable federal, state, and local laws, and contractual eligibility regulations for each Student Services program within area of assignment or as otherwise assigned.
- *16. Completes and submits timely and accurate reports, as required by the Vice President of Student Services, and by various local, state and federal agencies.
- *17. Represents needs of Student Services to the Vice President of Student Services and other internal and external stakeholders.
- *18. Facilitates and ensures the completion of Student Learning Outcomes (SLO), curriculum review, unit planning, program review and student services staffing planning for programs and services within the area of responsibility.
- *19. Ensures compliance with categorical regulations as they apply to budgetary and program requirements.
- *20. Interprets, articulates, and implements a variety of regulations, policies, and procedures for compliance with District, state and federal government.
21. Develops and generates, or oversees the development and generation of, statistical data and reports related to Student Service programs in area of responsibility.

22. Works collaboratively with those contacted in the course and scope of work.
23. Serves on a variety of District committees as requested and required.
24. Serves as Acting VP for Student Services when assigned
25. Performs related work as required.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Master's Degree; **AND**
- Three (3) years of demonstrated experience in enrollment management with at least one (1) year supervisory experience in departments such as, but not limited to Admissions, Recruitment, Financial Aid, or Registrar

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- Master's degree in College Student Personnel, Higher Education Administration, Education, Academic Advising, Counseling, Psychology, or a related discipline
- Understanding of Guided Pathways principles and practices.
- Understanding of Concurrent Enrollment and Dual Enrollment processes.
- Demonstrated understanding of categorical programs.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies and procedures; all laws, regulations, ordinances and policies and procedures pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; the role of a community college in a changing society; program development theories and methods of implementation; policy and procedure development and methods of implementation; California community colleges especially as they relate to student services; student services systems and how they affect current and potential students; international students and related laws, rules and regulations; the California Education Code and Title V; student related issues; modern office management methods and technology, including computers, management information systems and the technology necessary to facilitate on-line and in-person services for students; a variety of software programs; preparation and administration of budgets; organizational development and administration; staff and program management; data collection and report writing; data interpretation; collaborative problem solving and conflict resolution techniques; the requirements, equipment and materials used in the areas assigned.

Ability to: effectively apply District and departmental policies and procedures; ensure compliance with all laws, regulations and policies and procedures through effective supervision and management; motivate and provide leadership to a diverse group of professionals and staff; plan and coordinate the most effective use of faculty, staff, facilities and resources to achieve District-wide and departmental goals; build consensus and foster teamwork; effectively implement mandates of the student equity and achievement programs comprehend and stay current with the theories of and practices in education; demonstrate success in the use of technologies to support enrollment management services; communicate professionally in confrontational situations; compose and produce complex reports, documents, presentations and workshops; evaluate and report on the effectiveness of programs and services; analyze correspondence; prepare complex schedules; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; exhibit a collaborative leadership style conducive to working effectively with diverse populations; make required mathematical calculations accurately; demonstrate excellent oral and written communication skills; make public presentations; maintain complex records and prepare clear, concise reports; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation and management of budgets; safely and effectively operate a motor vehicle to and from various District and non-District locations

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision of academic, professional, and classified staff and students, provides technical direction to faculty members as assigned.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

Faculty, staff, administrators, students, and the general public.

WORKING CONDITIONS:

Normal office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.