

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DEAN - ENROLLMENT MANAGEMENT

PAY GRADE: A-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To develop, implement, supervise, evaluate, and provide vision for the development of the college's enrollment management plan that ranges from inquiry to graduation. Supervises the offices of Admissions, Records, and Financial Aid.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Minimum of a master's degree in counselor education, higher education administration, or a student personnel related field required. Doctorate preferred.
2. Years of experience in field: Minimum of five years to nine years management experience at the director level in counseling and/or academic advising, admissions, records and registration, financial aid, student services or other related field required. Experience in a community college or college setting preferred.
3. Special skills or abilities related to position: Positive human relations' skills. Knowledge of contemporary strategic enrollment management concepts and programs. Manage projects, reports, and metrics related to areas of responsibility. Knowledge of college rules, procedures and curriculum. Knowledge of the college's objectives and policies relating to student development, admissions, records and registration, financial aid, and graduation requirements. Thorough knowledge of college activities and calendar. Knowledge of the college mission, and of goals and objectives in meeting the mission. Ability to establish and maintain effective working relationships with students, faculty, high school guidance personnel and others. Ability to relate well with the community and high school personnel and students. Evidence of good supervisory skills. Ability to communicate effectively.

ESSENTIAL JOB FUNCTIONS:

1. Perform daily supervision of enrollment management team and make regular evaluations of their performance.
2. Provide leadership in the development and implementation of a planned program of admissions, records, and financial aid.
3. Counsel and advise students as appropriate.
4. Plan and coordinate the promotion of an academic atmosphere on campus through special services and programs for students and faculty.
5. Plan, implement, supervise, participate in and evaluate a comprehensive enrollment management program for the college.
6. Supervise articulation and recruitment effort between district public and private school systems and the college.
7. Responsible for maintaining close liaison with students and staff to enable the college to develop student affairs programs which meet identified needs.
8. Develop long and short-range plans for strategic enrollment management in conjunction with key college offices.
9. Schedule and conduct periodic student evaluation of services and report results to the Vice President for Student Affairs.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

ENVIRONMENTAL CONDITIONS (CONTINUED):

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

Building 5, Ocala Campus

SUPERVISOR OF POSITION:

Vice President of Student Affairs