



Job Classification Description

**ASSOCIATE DEAN OF ENROLLMENT SERVICES/JSC
Non-Bargaining Unit**

**Grade 17
Exempt**

BASIC FUNCTION

To develop, coordinate and administer student recruitment, admissions, and financial aid programs and personnel at the college to meet the College enrollment goals and objectives in compliance with the VSC Board of Trustees' policies and procedures.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, manage, direct and supervise the programs, policies and personnel related to the administrative functions of student enrollment that include recruitment, admissions and financial aid programs.
- Confer with the College President and other key administrators to develop and implement goals and objectives that enable and encourage students to enroll and to successfully retain the student enrollment.
- Provide and oversee systems to support the assigned programs technically and to maintain student records while fostering a supportive and responsive environment to meet the needs of students.
- Work with college and systemwide administrators to develop policies and procedures for student enrollment, financial aid and registrar functions.
- Supervise and train key administrators, including the Assistant Director of

Associate Dean of Enrollment Services/JSC, continued

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