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Job Classification Description

Associate Dean of Enrollment and Advancement/CCV **Grade 17**
Non-Bargaining Unit **Exempt**

BASIC FUNCTION

To oversee programs, manage budget and supervise staff in areas that comprise Advancement at the Community College of Vermont. These areas include public relations and publications, alumni affairs, development and special events.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor and evaluate all of the specific programs, functions and services of the assigned region in conjunction with institutional objectives, policies and procedures.
- Direct, train, supervise and evaluate regional employees including planning and conducting staff meetings and training programs; conferring regularly with staff to plan and coordinate regional activities.
- Plan and administer the regional operating budget for site operations and academic programs.
- Oversee CCV high school outreach activities.
- Develop and implement strategic goals and objectives that enable and encourage students to enroll and to successfully retain their student enrollment.
- Forecast to future enrollments. Provide data and information for planning documentation and projection.
- Educate CCV staff, instructors and friends to the critical role of strong enrollment in a healthy college.
- Spearhead the goals of CCV's strategic plans as they speak to enrollment management.
- Perform a variety of key planning tasks involving identification and recruitment of potential student populations and instructors; program design, evaluation and refinement; design of marketing strategies and plans; research and pursuit of new markets, services and grant funded projects.
- Coordinate and assess the integrity, quality and accessibility of academic programs, student services and administrative services within the region.

- Supervise the overall work of several CC sites. Confer regularly with supervisors, other CC administrators and staff, and other CC personnel offices to plan, coordinate and evaluate programs.