



- Work with college and system councils to develop college and system wide policies and procedures to support student recruitment and enrollment.
- Keep abreast of current developments in areas related to recruitment, admissions and financial aid.
- Maintain currency of existing programs and develop new programs through research in conjunction with Academic Departments.
- Perform other related duties as assigned by the Dean of the College.

### **SUPERVISION RECEIVED**

General supervision is received from the Dean of the College.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of eight to ten administrators and staff within the enrollment services area.

### **MINIMUM QUALIFICATIONS**

Masters degree in an appropriate discipline, plus four to seven years of relevant administrative and management experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of higher education administration principals, practices and procedures.
- Strong knowledge of recruitment, admissions and financial aid functions in a higher education environment.
- Knowledge of communication and counseling techniques and methods.
- Ability to exercise judgment and discretion in applying and interpreting college policies and procedures.
- Ability to write clearly and express ideas logically.
- Ability to deal effectively with a wide range of individuals/groups inside and outside the VSC.