



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Dean of Enrollment Management
LOCATION:	Office of Enrollment Services
REPORTS TO:	Vice President of Student Affairs/Chief Outcomes Officer
GRADE:	BOE 18
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	Professional and Support Staff – Admissions, Enrollment Services, Financial Aid, and Records departments

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

JOB SUMMARY:

The Dean of Enrollment Management provides leadership in enrollment management and all related functional areas of the College including Admissions, Enrollment Services, Financial Aid, and Records. This leader will ensure that CCRI meets its enrollment goals and delivers positive, student-centered services to all prospective and current students.

The Dean of Enrollment Management leads the integrated delivery of enrollment services including outreach, admissions, financial aid, registration, course scheduling, and student records in a multi-campus environment. The Dean serves as a key Student Services Division leader charged with delivering service excellence and actively contributing to institution-wide enrollment, retention, persistence and completion efforts. The Dean oversees Admissions,

Financial Aid and Records staff, and ensures compliance with FERPA regulations, related college policy and procedures, and state and federal laws. This leader will be expected to incorporate higher education and community college best practices into the vision, strategy and practices of the department. The College is seeking a bold and innovative leader who will work collaboratively with the CCRI leadership team to ensure strong enrollment and dramatic increases in CCRI student success and equity over the next several years.

DUTIES AND RESPONSIBILITIES:

- Serves as a key leader in ensuring that all Enrollment Management functional areas have processes, policies, technology, and resources necessary to achieve enrollment and student success goals.
- Maintains knowledge of best practices, new developments and innovative enrollment strategies in community colleges and higher education; recommends changes to maintain relevance of programs and services to meet student and institutional needs.
- Implements and maintains a data tracking and evaluation system to evaluate the progress of students from outreach through enrollment and retention.
- Ensures compliance with all state regulations, federal laws, and CCRI policies
- Maintains overall responsibility for planning, management and monitoring of Enrollment Management budget.
- Collaborates across divisions to improve the College's ability to serve students with intention and excellence.
- Collaborates with college leadership to ensure consistency with marketing and communication.
- Works closely with Academic Affairs to ensure effective scheduling and communication of program information.
- Represents the College and department at appropriate state meetings and planning sessions as they relate to assigned areas of responsibility.
- Ensures that the Enrollment Management department is positioned to support key College initiatives including Guided Pathways, the Rhode Island Promise Program, developmental mathematics reform, and Reverse Transfer.
- Demonstrates a commitment to the philosophy and mission of a comprehensive community college.
- Works collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Performs other related duties as assigned, which will be varied and substantial given the significance of this role within Student Services and the College.

LICENSES, TOOLS AND EQUIPMENT:

Various office equipment which may include computers, telephones, copy machines, etc.

Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- A Master's degree required.
- Five or more years of progressively responsible leadership experience in admissions, financial aid and/or records required.
- A record of accomplishment leading teams to meet and exceed enrollment and retention goals.

- Experience in budget, supervision, student services planning and data management required.
- In-depth knowledge of admissions, financial aid, records security, student records processing, student information systems and related federal regulations, including FERPA, and Title IV.
- The ability to develop, carry out, explain, and interpret policy.
- The ability to develop and implement innovative recruitment models, enrollment management practices, which are informed by national best practices related to the needs of the community college student.
- Demonstrated ability to develop and use data-analytics and predictive modeling to enhance enrollment management initiatives.
- Strong analytical skills, including knowledge of research methods and techniques for conducting statistical analyses.
- Experience serving diverse populations and a demonstrated commitment to equity.
- A desire and demonstrated ability to lead, manage, and guide a team to deliver service excellence to students, alumni, faculty and staff.
- The ability to drive change in a complex environment, and to deliver results despite obstacles and challenges.
- The ability to maintain effective, collaborative working relationships with internal and external colleagues and constituents.
- The ability to communicate effectively.
- Experience with Ellucian Banner Student Information System preferred.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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