POSITION DESCRIPTION

POSITION:  Associate Dean of Enrollment Services-Student Information Systems

REPORTS TO:  Associate Vice President for Student Affairs

GRADE:  BOG 18, Non-Union, Non-Classified

WORK SCHEDULE:  Non standard, 35 hours per week

SUPERVISES:  Professional and support staff

BASIC FUNCTION:
With the Associate Dean of Enrollment Services-Admissions and Financial Aid, manage all aspects of the Office of Enrollment Services. Special emphasis is on the management and maintenance of the student information system and student records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop manual and computerized systems that service the students and enhance the functions of Admissions, Academic Records, Registration and Financial Aid.

Supervise the integration of student information systems associated with Admissions, Records, Financial Aid and Bursar. Supervise and evaluate the records functions.

Serve as the official record keeper for the institution responsible for, but not limited to, academic records, grading, graduation, transcripts, scheduling and graduation.

Formulate both long range and short range plans especially as related to systems adoption and process implementation.

Participate in setting overall policies and priorities for Admissions and Records and Financial Aid in order to attract appropriate students while prudently spending financial aid.

Assist in developing the operational budget for the Office of Enrollment Services with special emphasis on the procuring of technology.

Share with the appropriate administrative units, the responsibility for setting and meeting enrollment goals.
Work with the Associate Dean of Admissions and Financial Aid to develop a marketing plan for admissions and registration.

With the Associate Dean of Admissions and Financial Aid, develop departmental goals as related to recruiting strategies and enrollment quotas.

With the Associate Dean of Admissions and Financial Aid, design and implement new initiatives to improve recruitment and retention and the distribution of financial aid.

Ensure the integration and coordination of the admissions, registration and financial aid programs in order to admit and retain a sufficient number of qualified students.

Assist in supervising outreach activities and strategies in order to maximize recruitment efforts, which include providing information about academic and nonacademic programs as well as financial aid available to students.

Ensure compliance with College, State, Federal and other outside agency rules and regulations.

Serve as a consultant to faculty and staff on issues of student persistence, adjustments and service satisfaction.

Serve on a variety of committees and perform other duties that may be required.

Develop and submit reports in a timely manner. The reports may include forecasts for the basis of budgeting.

Other related duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**
Personal and mainframe computers and relevant software; telephone.

**ENVIRONMENTAL CONDITIONS:**
This position is not substantially exposed to adverse environmental conditions

**QUALIFICATIONS:**
Master’s Degree in related field such as Business Administration, Education Administration, or Student Services required; three to five years’ experience at a comparable institution and in a position that provides appropriate experience in at least two of the following areas: Admissions, Records/System Development or Financial Aid required. Experience with Student Records/System Development necessary. Excellent written and oral communications skills essential. Strong interpersonal skills required. Or, any combination of education and experience that is substantially equivalent to the above.
CCRI is an Equal Opportunity / Diversity Employer. Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.