Job Title: Dean of Enrollment Management

JOB SUMMARY
The Dean of Enrollment Management coordinates and implements student recruitment/admissions activities for the college.

MAJOR DUTIES

- Provides leadership and is responsible for the enrollment management team, including personnel, programs, and services;
- Ensures that direct reports are knowledgeable about college programs and services;
- Manages and supervises the college's High School Initiative Coordinators who develop and implement the Move on When Ready Program;
- Manages and supervises the college's Recruiter. Plans and implements all student recruitment activities to include campus tours, recruitment material mailings, maintaining a recruitment mailing list. May service as a technical college representative at college recruitment functions;
- Works with the Marketing personnel to develop promotional gifts for events;
- Manages and supervises the Student Navigator/Student Retention Program and the TEAMS System;
- Manages and supervises the Admissions Office/Admissions Director of the college; Works with the college’s Recruiter and Admissions Office to assist prospective students with the admission and readmission process to include advisement of specific career paths;
- Develops monthly recruitment and retention reports;
- Develops and maintains the enrollment management plan for the college;
- Collaborates with Academic Affairs to develop MOWR schedules each semester and adds additional programs if needed;
- Assists with the design and execution of special events projects and activities;
- Manages and oversees the financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of program assessment and strategic planning strategies
- Knowledge of budget development and management principles
- Knowledge of state and local academic program curricula
• Knowledge of academic course standards
• Skill in the operation of computers and job related software programs
• Oral and written communication skills
• Skill in interpersonal relations and in dealing with the public
• Decision making and problem solving skills
• Organizational skills and ability to multi-task

**MINIMUM QUALIFICATIONS**

A Master’s degree from an accredited college or university *and* Two years of work related experience

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.