



JOB DESCRIPTION

POSITION TITLE: Assistant Dean for Admissions and Records

DEPARTMENT: Student Services

FLSA: Exempt

REPORT TO: Dean of Students

POSITION SUMMARY: Provides leadership for the overall delivery of student services in admissions and records. Plans, recommends and monitors appropriate institutional budgets. Works with staff to create a professional environment where students are encouraged and supported to excel.

ESSENTIAL JOB FUNCTIONS:

1. To provide leadership in the day-to-day operation of admissions and records.
2. To design, develop and operate student friendly admissions and records offices.
3. To recruit and recommend appropriate staff for admissions and records.
4. To coordinate the planning and implementation of community relations activities as they relate to admissions and records.
5. To coordinate the New Student Orientation activities and ensures its effective and efficient operation.
6. To maintain appropriate records and files.
7. To recommend staff committee assignments.
8. To participate in the college-wide planning process and institutional effectiveness of the college.
9. To assist with accreditation and certification processes.
10. To assist in the development, publication and enforcement of policies established by the college.
11. To conduct annual departmental budget hearings.
12. To approve expenditures and monitors monthly budgets.
13. To supervise and evaluate staff in the performance of their duties.
14. To recommend new procedures to assist students in admissions and records.
15. To uphold all state and federal guidelines which pertain to student records.
16. To coordinate professional development for staff.
17. To participate in pertinent local, state, regional and national organizations.
18. To represent the college at community functions.
19. To serve as member or chair of committees as assigned.
20. To serve as a member of the President's Extended Cabinet in support and implementation of the college's mission.
21. To assist the Dean of Students with students services activities, projects, reports, etc. as assigned.

- 22. To coordinate the scholastic eligibility of student athletes in conjunction with the college's athletic department.**
- 23. To perform other job related duties as assigned by the appropriate administrative head(s).**