BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Dean of Enrollment Services

DEPARTMENT: Enrollment Services/Student Affairs

FUNCTION: Oversees and directs Enrollment Services units – Admissions and Recruitment, Registration, International Student Center and Veterans’ Services. Enforces strict confidentiality with student records and drives the effective use of technology throughout all functions of Enrollment Services to promote efficiency and ensure data security.

REPORTS TO: Vice President of Student Affairs

SUPERVISES: Managing Director of Admissions and Recruitment; Managing Director of Records and Registration; Managing Director of International Student Center; Professional Assistant of Work Force Development; Coordinator of Veterans and Military Affairs; Datatel, eAdvisement/Web Advisor; Office Supervisor; and a Senior Secretary

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees and directs all campus functions pertaining to enrollment and student records.
2. Drives leading edge enrollment functions that are consistent, represented at all College locations, and meet the highest standards of customer service and confidentiality.
3. Implements the use of technology to optimize student services; manages data and enforces the strictest security for all related documents and records.
4. Works with campus leaders to determine needs and implement services.
5. Prepares and manages payroll, schedules, monthly and annual reports and as directed by the VPSA.
6. Participates in professional organizations and collaborates with state affinity groups and regional organizations to pursue and enhance recruitment and enrollment initiatives.
7. Co-leads College commencement initiatives and related activities that are conducted prior and post commencement.
8. Serves as campus official for the interpretation, training, and implementation of FERPA.
9. Engages in continuous assessment of services provided by offices within Enrollment Services, prepares reports and implements data-driven changes.
10. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
11. Prepares, tracks, monitors, and adheres to an annual budget.
12. Acts as performance manager for all direct reports including managing day to day
performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

13. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.

14. Performs additional tasks or duties as assigned by the Vice President of Student Affairs or other designated management.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses full knowledge and understanding of FERPA. Must have the knowledge, understanding and the ability to apply the use of enrollment/records technology to improve organization, retention, expedition and confidentiality of records. Demonstrated knowledge of technology and student record management software. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree or a higher degree in higher education, business, or related areas

Experience: Minimum of 7 years of progressive managerial experience within an institution of higher education

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________

Name/Title

Approved by: _____________________ Date: ____________

Name/Title

Reviewed by: _____________________ Date: ____________

Human Resources

Board Approval: _____________________ Date: ____________

Board Member
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME
WITH OR WITHOUT NOTICE