



DEAN, ENROLLMENT SERVICES & EARLY COLLEGE PROMISE

DEPARTMENT: Student Services

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - J](#)

POSITION PURPOSE:

Reporting to the Vice President of Student Services, the Dean of Enrollment Services & Early College Promise is responsible for the leadership and management of Admissions and Records and Early College Promise and supervises Financial Aid, Middle College and the International Student Programs. This position directs and coordinates the functions of student admissions, permanent records, transcripts, registration, attendance accounting, cashiering, evaluations and Banner Student System. Has considerable day-to-day involvement in the support of international students including management and resolution of various complex situations. Collaborates with De Anza College and works in conjunction with coordinating the District's International Student Programs (ISP).

NATURE and SCOPE:

The Dean of Enrollment Services & Early College Promise oversees the implementation of all Banner upgrades and modifications, manages State 320 reporting, ensures program sustainability and financial compliance; guides the review and implementation of online enrollment services; supervises evaluations and manages the division budget with deans and directors. The dean supervises the Director, International Student programs who is responsible for day to day operations Working collaboratively with De Anza College to support the district's international student programs, and supervising the ISP administrators and classified staff at Foothill College. This position works closely with the Vice President of Student Services in both long-range planning and daily administration of the student services area of the college, and with the Vice President of Instruction for international student recruiting.

The Dean of Enrollment Services & Early College Promise supervises various positions, including the Director of Financial Aid, Director of International Student Programs, Enrollment Services Supervisor, Admissions and Records Supervisor, Supervisor of Cashiering, Evaluations, evaluations and 30+ FTE classified staff.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

Enrollment Services

1. Supervise all functions of enrollment services enrollment services.
2. Supervise the evaluations department.
3. Provide leadership to the college for planning and implementation of Banner upgrades.
4. Manage the reporting of the college 320 reports.
5. Coordinates the student services portion of Middle College.
6. Coordinates and supervises the Foothill's College Promise program.
7. Provide leadership and management for all of student services in the provision of providing online services to promote enrollment, financial aid and international student support services.

8. Oversee the Program Review process for all departments supervised, assist with data collection, development, reflection and assessment of SA/SLOs and completion of annual and comprehensive program reviews.
9. Serves on the President's Cabinet, OPC and District Banner Work Group.
10. Serve as the student services liaison with the FHDA Education Center to coordinate the provision and supervision of enrollment programs and services on site.
11. Oversees the division-wide budget with deans and directors.
12. Perform other duties as assigned.

Early College Promise

The Dean for Enrollment Services (FH) has the following responsibilities for developing and administering the Early College Promise program. This responsibility includes development and oversight of both the administrative support functions as well as the academic programming required to build and run the program. The program is expected to serve approximately 1200 students.

1. Coordinate with outreach and orientation, developing relations with schools and coordinating Early College Promise with 5 high schools, the Middle College, and other high school-to-college initiatives, including AVID, a national organization, in support of improving college readiness, especially for traditionally underrepresented students in higher education.
2. Identify and address programmatic barriers and opportunities at both the college and each of the high schools.
3. Coordinate with ETS to develop seamless system for enrollment of students, collaborate with Instruction administration and instructional divisions to design and develop the course schedule and other academic aspects of the program specifically for high school students, including the identification of approximately ten pathways related to associate, certificate, and ADT degrees.
4. Coordinate with college marketing administrative and support resources to develop and implement a marketing plan to initiate and grow the program.
5. Coordinate and conduct student and parent orientations at each of the high schools throughout the year.
6. Respond to community, press, and college inquiry about the program.
7. Manage the budget and expenditure, including develop and present the program budget and growth projections.
8. Coordinate with the Foundation to raise funds for sustainability of the program, and coordinate with staff and faculty to effectively implement and deliver the program.

International Students Program

1. Supervise the international student program.
2. Direct the International Student Program; ensures that the college's policies are in agreement with district, state and federal regulations; maintains a high level of quality and integrity so as not to create institutional liability; and is responsible for policy, procedural, supervisory, and budgetary decisions.
3. Maintain a positive relationship with the Department of Homeland Security. Serve as the Designated School Official for visa and immigration issues relating to international programs; advocate for issuance of visas to prospective students.

EMPLOYMENT STANDARDS

Knowledge:

1. Current technologies to improve delivery of enrollment services.
2. Mission and goals of community colleges.
3. Title V and AB 1725 regulations governing community colleges as it relates to student attendance accounting, open enrollment and Matriculation.
4. Immigration and Naturalization Service categories of citizens, residents and visas.
5. District, State and Federal regulations for International students.
6. Federal and State financial aid guidelines.
7. Enrollment management and customer service values for a fast-paced college environment.
8. Principles of leadership, management, and supervision.
9. Standards and practices of higher education organization and structure.
10. Computer software including Banner, MS Word, Excel and Outlook.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Interpret and apply rules, regulations, policies and procedures.
3. Communicate effectively both orally and in writing.
4. Team leadership and decision-making.
5. Train, assign, supervise, evaluate and develop staff.
6. Proven leadership management.
7. Handle difficult and sensitive issues and problems and resolve conflicts.
8. Ability to work with counselors, faculty, administrators, staff and students in a cooperative, open, and responsive manner.
9. Demonstrated commitment to academic and professional excellence.
10. Supportive of a multicultural environment and working with academically and culturally diverse students, faculty and staff.

Education and Experience:

1. Master's Degree.
2. One year of administrative experience, formal training, internship or leadership in any related field.

Preferred Qualifications:

1. Four years of experience in enrollment services, financial aid, or another student services area, with one year in a supervisory capacity.
2. Successful experience in managing a large, complex office responsible for a diverse student and/or instructional support.
3. Bilingual.

WORKING CONDITIONS:**Environment:**

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.

5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

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