GADSDEN STATE COMMUNITY COLLEGE

Position Announcement
Posting Date: May 7, 2021
Closing Date: May 28, 2021

POSITION: DEAN OF ENROLLMENT AND RETENTION

QUALIFICATIONS:

- Earned Master's degree in education, leadership, administration, or a related field from a regionally accredited institution **required**.
- Earned doctorate from a regionally accredited institution ***preferred***.
- Professional experience in student affairs, enrollment services, recruitment strategies, marketing/public relations, enrollment outcomes, and/or student information systems **required**.
- Administrative/supervisory experience **required.**
- Documented administrative competencies in fiscal management including budget development and coordination, personnel supervision and evaluation, assessment and evaluation, and/or strategic planning **required.**
- Experience in managing continuous compliance with state licensing/regulatory agencies, specialty accreditation, and/or institutional accreditation, e.g., Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) **required**.
- Administrative experience in student services, admissions, financial aid, or program management at the two-year college level ***preferred***.
- Ability to work well with diverse populations.
- Demonstrated ability to develop measurable outcomes and assessments strategies to formulate data informed decisions.
- Documented evidence of active engagement in professional, academic, and/or community activities.
- Evidence of highly effective communication, public speaking, and problem solving skills.
- Is adept in conflict resolution, team building, and promotion of strong, collaborative interpersonal relationships.

DUTIES:

- In collaboration with the College's leadership, establish clear recruitment goals and structures which can improve service levels to all current and potential students.
- Ensure recruitment objectives, goals, budgets, policies, practices, and actions produce successful student recruitment results, consistent with GSCC's overall mission, and strategic and master plans.
- Analyze and evaluate strategic and targeted recruitment needs. Plan, implement, and report on enrollment programs addressing such needs.
- Assist in development of communication strategies for a variety of market segments that address prospective students, program and enrollment inquiries, application processes, and pre-enrollment phases of the GSCC admissions process.
- Direct the analysis and reporting functions of all recruitment efforts, statistics, measures, and outcomes.
- Create long- and short-term planning and evaluation of recruitment strategies and programs, including resource management.
- Provide active involvement in partnership programs between the college, local high schools, business & industry partners, select community-based organizations, and local leadership in government and civic clubs in areas such as dual enrollment, career and transfer pathways, and non-credit educational programs.

- Provide leadership in the identification and recommendation of new and emerging technologies as well as relevant applications of present information systems in support of enrollment management and college relations.
- Lead in the development of a climate that promotes and supports innovation and improved services to students and the community.
- Facilitate organizational development and change to maintain a progressive and efficient recruitment and admissions operation.
- Provide executive oversight and innovative leadership of admissions, financial aid, testing, advisement, dual enrollment, career services, student services, student engagement, all grant activities related to recruitment and retention, and enrollment specialists.
- Ensure appropriate and timely evaluation of enrollment management services and personnel.
- Oversee development and implementation of strategic planning for enrollment management services (recruitment, retention, and graduation/completion). Establish priorities and plans for program development.
- Accountable for ensuring SACSCOC compliance of all programs/services in departments/offices in assigned area of responsibility.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in stressful, contentious situations.
- Ensure that all departments/programs provide a flexible, student friendly approach, are responsive to student needs, provide excellence in service delivery of all program initiatives, and fully integrate technology into the program design.
- Represent enrollment management programs/services at the College, in the Alabama Community College System committees, and in other venues as appropriate.
- Maintain liaison with secondary schools and four-year universities to coordinate dual enrollment course offerings and facilitate the transfer of students.
- Ensure compliance with College and Alabama Community College System Board of Trustees policies.
- Work closely with the marketing/public relations staff and deans to create meaningful, relevant messages to prospective students and parents, current students, faculty/staff, and external stakeholders.
- Collaborate with deans and faculty to ensure development of optimal course offerings and schedules and to publicize class schedules.
- Develop an appropriate enrollment model to track and forecast admissions and enrollment data and trends.
- Manage activities and resources of the College to assure cost effectiveness, appropriate workload assignments, and quality services.
- Successfully manage department/program budgets within assigned areas.
- Responsible for the total enrollment management programs' budget.
- Perform other duties as assigned by the President.

Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:
July 1, 2021

SALARY:
Salary Schedule B – $91,457 - $126,303 based on applicable experience.

APPLICATION DEADLINE:
May 28, 2021 – 11:30 A.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of *(a)* Gadsden State Community College application, *(b)* letter of interest, *(c)* current resume, and *(d)* copies of transcripts of postsecondary education.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. BOX 227
GADSDEN, AL 35902-0227
(256) 549-8236

Applicant must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.
It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.
Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.
The College reserves the right to withdraw this job announcement at any time prior to the awarding.
Any offer of employment is contingent upon a satisfactory criminal background investigation.
This employer participates in E-Verify.