



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement – Search Reopened

Posting Date: January 14, 2022

Closing Date: January 28, 2022

POSITION: ASSISTANT DIRECTOR OF ENROLLMENT SERVICES

QUALIFICATIONS:

- ◆ Master's degree in education, counseling, or other related field **required**.
- ◆ Three years' experience working in postsecondary recruitment/outreach **required**.
- ◆ Experience in working with secondary students of all ages and backgrounds.
- ◆ Experience in working with college students of all ages and backgrounds.
- ◆ Experience in coordinating programs between secondary and postsecondary schools.
- ◆ Knowledge of technical programs, Banner student information software, and STARS.
- ◆ Excellent oral, written, and interpersonal skills.
- ◆ Demonstrated time management and organizational skills.
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process.

DUTIES:

- ◆ Serve as coordinator and budget manager for Enrollment Services, focusing on recruitment of students for general education transfer, technical programs, and health science programs.
- ◆ Plan, organize, implement, supervise, and engage in recruitment activities including outreach activities for schools, community agencies and businesses, high school relations, and adult student recruitment.
- ◆ Develop and implement workshops, seminars, and recruitment activities; develop and implement marketing strategies.
- ◆ Maintain external recruitment travel calendar to coordinate outside recruitment strategies including high school visits, fairs, and community based-events.
- ◆ Develop programs to cultivate and maintain relationships with school district personnel and other outside organizations.
- ◆ Supervise, design, and assign specific territories for all recruiters to align with the College's recruitment goals. Supervise management and scheduling of recruitment team.
- ◆ Establish and coordinate tracking systems and data collection analysis. Evaluate data to determine outcomes and effectiveness. Prepare reports, recruitment materials, and formal presentations for program use and implementation. Ensure that goals/objectives, timelines, and budget obligations are met.
- ◆ Work to ensure that all initiatives and programs in Enrollment Services are adequately supported and staff are supervised, trained, and evaluated based on the needs of the institution, department, and program.
- ◆ Coordinate college campus tours and visits for middle and high school students. Establish and maintain effective communication with secondary school personnel within the service area.
- ◆ Plan, organize, and oversee all meetings, activities, and professional development workshops for the Enrollment Specialists.
- ◆ Plan and implement career exploration activities for middle and high school students.
- ◆ Serve as a resource person for all area school superintendents, principals, counselors, and career coaches.
- ◆ Represent the Enrollment Services Division within the service area and conduct public relations efforts to promote the College and its programs.
- ◆ Responsible for SACSCOC compliance and specialty accreditation compliance of all programs/services in assigned division/department.
- ◆ Oversee and approve payroll and leave requests for the Enrollment Services office.

- ◆ Review and ensure that enrollment marketing materials are up to date and relevant to the College brand.
- ◆ Create a customer service centered approach for recruiting staff.
- ◆ Serve on College committees and perform other duties as assigned.
- ◆ Comply with all policies of the Alabama Community College System and the College.

Note: The intent of this 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:

February 2022

SALARY:

Salary Schedule C-3 – \$45,000 - \$55,000

APPLICATION DEADLINE:

January 28, 2022 – 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
jobs@gadsdenstate.edu**

Applicants 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.