Title: Director, Enrollment Services

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, direct enrollment management function of a college as it pertains to recruitment, admissions, registration and financial aid.

Characteristic Duties

- Direct the administrative, operational and fiscal activities of the division, including admissions, registration and financial aid.
- Coordinate recruitment and marketing activities, including promotional events, high school visitations, college programs, school publications, and other media.
- Act as liaison with U.C. departments and colleges, other area colleges and universities and secondary schools.
- Assist with developing marketing/recruiting plans and formulate enrollment projections.
- Counsel and advises prospective students/parents regarding admissions, financial aid and registration. Oversee transfer and transition services.
- Assist with retention efforts.
- Monitor policies and procedures for compliance with federal and state regulations.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Experience must be in enrollment services or related field. Experience may also require at least one (1) year supervision.

Last updated: December 2010