

Qualifications – Minimum

Possess a Master's degree from an accredited institution and have one year of formal training, internship or leadership experience related to the administrative assignment.

Qualifications – Preferred

Three (3) years experience in student success and retention programs.

At least three years experience in a leadership role and experience in enrollment management.

Must have evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

Personnel Management

Directly supervise two managers (Admissions and Records Supervisor and Assessment Center Supervisor), and indirectly supervise a large number of classified employees, as well as provide direction to a large number of counseling faculty.



Skills & Abilities

- Excellent written, oral and communication skills.
- Knowledge of applicable federal, state, local government laws, and guidelines, to ensure compliance with regulatory laws, rules and regulations including but not limited to, Title 5, California Education Code, FERPA.
- Ability to formulate plans from conception to implementation.
- Ability to exercise sound judgment and discretion when handling sensitive and confidential information.
- Ability to work independently.
- Ability to organize and lead people.
- Ability to be flexible in adjusting strategies and plans to match the current goals, objectives and needs of the District.

The Application Process

All applications must be complete and submitted online by 11:59 pm PT on Feb. 16, 2016 at https://jobs.smc.edu/applicants/jsp/shared/Welcome_css.jsp

Application documents must include:

- A completed District application;
- Cover letter to include why you are interested in the position posted;
- A detailed resume of professional experience;
- Copies of transcripts (need not be official);
- Three (3) letters of recommendation.

Important to note:

- Incomplete applications *will not* be considered.
- If assistance is needed, contact the Office of Human Resources, 310.434.4415

General Information

For additional information regarding this position, including benefits, compensation and salary schedules, please go to <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>.

EEO Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (EEO) may be accessed at: <http://www.smc.edu/ACG/BoardofTrustees/Pages/Board-Policy-Manual.aspx>

Accommodation

Candidates with legally-defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources.



Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

For questions or assistance, contact:
Office of Human Resources
Tel: 310.434.4415
Hours: M-F 8:00am—5:00pm PT
www.smc.edu

Santa Monica College Position Announcement Dean of Enrollment Services

\$142,045—\$164,669

Applications accepted online
Dec. 7, 2015— Feb. 16, 2016

Equal Employment Opportunity
Employer



Open the Door to Your Future at Santa Monica College

Changing Lives in the Global Community
through
Excellence in Education

FOCUS



VISION



COMMITMENT

The Position - Dean of Enrollment Services

Under the direction of the Vice President, Enrollment Development serves as the primary administrator in providing leadership for the Office of Admissions and Records, the Assessment Center, and the Student Success and Support Program (SSSP), as well as other assigned programs or grants. The incumbent will be responsible for providing guidance, direction and participation with policy formulation recommendations in accordance with applicable laws and regulations.

Primary Duties & Responsibilities

- Directly supervise management, classified and administrative support staff, as assigned.
- Develop and oversee budget centers for Admissions and Records and the Student Success and Support Program (SSSP); provide fiscal oversight for the Assessment Center budget.
- Provide ongoing training for faculty and staff as related to specific SSSP rules, FERPA, Title 5, and other regulations and compliance.
- Ensure timely submission of detailed reports to state and local agencies, including data on student enrollment, retention and success.
- Analyze financial and operational impacts of enrollment strategies and develop policies to address those impacts.
- Supervise and streamline the SSSP process.
- Develop and update procedures and technology for the SSSP process to ensure a student friendly system.

Primary Duties & Responsibilities, cont.

- Develop student success and enrollment policies and procedures to comply with state and district mandates.
- Act as a liaison with the California Community College Chancellor's Office and the District to enhance services for students.
- Represent the District at local, state, and national meetings pertinent to specific assignment.
- Serve as liaison to Management Information Systems to implement and manage technologies related to enrollment and student success initiatives.
- Direct, monitor and review budget preparation, requisition of supplies and equipment, travel arrangements and official assignments; maintain positive community relations and represent the college at various community meetings.
- Communicate effectively with administrators, faculty, staff, students and the public and work cooperatively to create a positive learning environment.
- Participate in participatory governance and administrative committee meetings, as assigned.
- Perform related duties, as assigned.

The District

Santa Monica Community College District is a single campus district composed of a main campus and five satellite campuses located in the City of Santa Monica, County of Los Angeles.

The District is governed by a seven member Board of Trustees, elected at large, and a student trustee, and serves the entire Los Angeles Metropolitan area.

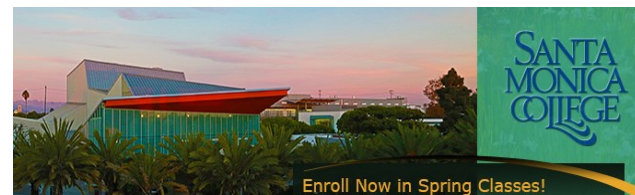
Vision Statement

Santa Monica College will be a leader and innovator in learning and achievement.

As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness and sustainability.

Global Connectivity

Santa Monica College is nestled within one of the most ethnically and socially diverse regions of our country. The student body reflects this diversity on a global scale. As a two-year higher educational institution, SMC is committed in an on-going effort for employees to reflect the diversity of the students and communities served by this unique College.



Santa Monica College is proud of its world-class faculty and staff, high academic standards and powerful student-teacher connections.

Santa Monica College is committed to the principles of equal employment opportunity regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state and local regulations.