

Seward County Community College
Structured Compensation - Job Description
Dean of Student Success and Enrollment

Data Year: 2019

Prepared On: 06/24/2019

Department:	Student Services	Grade:	15
Reports To:	VP of Student Services	Classification:	Exempt
Supervises Direct:	3	Supervises Indirect:	3
Approved By:	C Donovan	Effective Date:	10/01/2017
		Revised Date:	06/24/2019

Role:

The position is responsible (directly and indirectly) for leadership, programming, processes, personnel and budget oversight of the following functional areas: admissions, academic advising, career exploration services, student accessibility services and mental health counseling and referrals. Coordinates with the Liberal Area Rape Crisis Center and Domestic Violence Services (LARC/DVS) for awareness programming and provides campus support for the campus advocate. Provides guidance and leadership for SCCC campus retention initiatives including but not limited to first year seminar planning and coordination, faculty and staff advisor training, the at-risk response processes and early alert response team. The person in this position must be knowledgeable and able to communicate effectively and by knowledgeably supporting the key directions of Seward County Community College. Leads the SCCC retention committee, supervises the Director of Admissions and works with campus staff in assisting in the development of the SCCC enrollment management plan. Provides direct student support for advising, career advising, accessibility services and counseling. Determines accommodations for students with disabilities and communicates with faculty and support staff to ensure excellence in student support. Maintains awareness of Seward County community opportunities to maintain awareness and utilization of appropriate community resources for students.

Essential Functions & Responsibilities:

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| E | 25% | Leadership for academic advising, enrollment management, accessibility services, career advising services, mental health and counseling referral processes and implementation. |
| E | 10% | Provides leadership and support for faculty and staff advisor training. |
| E | 20% | Supervises Director of Admissions and collaborates on communication processes on campus enrollment, planning and management. |
| E | 15% | Coordinates, evaluates, and facilitates overall campus-wide retention initiatives including, but not limited to, First Year Seminar and Early Alert. |
| E | 5% | Coordinates the administration and accommodation plans for students with disabilities. |
| E | 10% | Coordinates and monitors department and mover groups budgets. |
| E | 10% | Serves on campus mover teams and committees including enrollment management, retention, instructional team and academic affairs. |
| E | 5% | Provides campus support to the VP of Student Services as needed. |

Performance Measurements:

1. Ensures the timely delivery of personal and career counseling services to college students.

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2. Supervised the director of admissions and assists that department in coordinating enrollment efforts leading to successful student enrollment and success outcomes.
3. Coordinates the retention initiatives each semester to monitor retention data.
4. Reviews Individualized Education Programs with students and communicates accommodations with faculty each semester.
5. Ensures department budget remains within allocated appropriation.
6. Counsel and evaluates personnel following college policies and procedures.
7. Works with campus team to assist the VP of Student Services to deliver excellence in student support and service.
8. Performs other duties as assigned by the VP of Student Services.

Knowledge and Skills:

Experience	Experience in leading enrollment management admissions processes. Understanding the community college's missions and vision about access and service to students is key. Promoting student success through our services, programs and resource allocation is critical.
Education	A Master's degree in counseling or related field.
Interpersonal Skills	The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills is critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions.
Other Skills	Knowledge of: Principles and practices of effective counseling. Concepts of human growth and development, crisis management, disability, psychopathology and situational and environmental factors that affect behavior. Advising fundamentals; student assessment tools, e.g. Career assessment, exploration tools, and interest inventories. Methods of planning, coordinating, and implementing projects and events. Best practices in community college retention, persistence and completion agendas. Record keeping techniques. Skills: Speaking to both large and small groups of people. Preparing, conducting, and facilitating effective presentations and training. Cooperating and collaborating as a member of a team. Possessing excellent interpersonal skills.

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Processing the ability to maintain confidential information in a professional manner.
Utilizing Microsoft Word, Excel, and PowerPoint and Banner to prepare reports and other data.

Demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.

Abilities:

Effectively work with students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals.

Communicate effectively both orally and in writing, with respect and sensitivity.

Work effectively with colleagues in an environment that promotes innovation, teaching, learning; and service to a diverse student population.

Analyze situations accurately and adopt effective courses of action.

Gather, analyze, and prepare data for decision making.

Motivate others.

Collaborate within a team setting

Remain calm and maintain a positive attitude in crisis and/or repeated stressful situations.

Work with frequent interruptions.

Work under high levels of stress during peak times.

Prioritize work, stay organized, and keep accurate records.

Manage and supervise staff members.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 4 hours at one time with a total of 6 hours

Standing for a period of 30 mins at one time with a total of 1 hour

Walking for a period of 30 mins at one time with a total of 1 hour

Lifting up to 10 lbs occasionally

Carrying up to 10 lbs occasionally

Repetitive Action: use of right and left hand for simple grasping and fine manipulation

Bending, squatting, and reaching above shoulder level occasionally.

Keyboarding up to 6 hours daily.

Work Environment

Typical office environment with occasional to frequent interruptions. Some level of stress while dealing with crisis.

Occasional overnight stays when traveling for professional development opportunities is required.

Occasionally called back to campus during times of crisis.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

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This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature