



Savannah State University Position Description – Dean of Enrollment Management

POSITION DESCRIPTION

Position Title: Dean of Enrollment Management FLSA Status: Exempt
Reports to: Vice President of Academic Affairs
Department: Academic Affairs
Date Prepared: June 2003

BASIC FUNCTION

This position administers the Offices of Admissions, Financial Aid, Testing, Freshman Year Experience, and the Registrar. The Dean is responsible for exercising leadership as an administrator with a strong emphasis and commitment to the growth and development of enrollment and retention at the University.

NATURE & SCOPE

Reporting to the Vice President of Academic Affairs, the Dean of Enrollment Management integrates the activities of several departments of the University achieving a cohesive Enrollment Management initiative. These areas are focused on continuing the growth and development of enrollment and retention at the University.

This position has wide latitude to consider actions within broad University policies and objectives, and must motivate the Enrollment Management team to provide more efficient services. Some of the specific times of particular focus are during peak registration and admissions cycles.

One of the challenges of this position relates to students not wanting to adhere to policy and procedures. Some students want to be exempt or want special consideration. It is therefore necessary to be an ombudsman person at times, yet upholding University policy.

PRINCIPAL ACCOUNTABILITIES

- Directs, implements and coordinates a comprehensive recruitment, retention plan and supportive programs.
- Leads, supervises and coordinates a team of admissions, financial aid, registration and student records personnel.
- Provides the framework to integrate faculty, departments and colleges in the overall management of activities.
- Participates in University-wide strategic and long-term planning.
- Directs University-wide Student Outcome Assessment.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires an advanced degree (J.D., Ph.D., Master's, etc.)