



Job Description

Job Title:	Assistant to the VP for Enrollment and Student Services	Job Code:	
Department:	Enrollment and Student Services	Grade:	M
Date:	February 2005	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Provides high level assistance for all activities associated with the Office of the Vice President for Enrollment And Student Services (ESS), including supervision of major and support to the ESS Council.

Characteristic Duties and Responsibilities:

1. Supervises planning and reporting processes for the Office of the Vice President for ESS.
2. Researches, prepares, and presents recommendations and detailed reports to supervisor.
3. Confers with and provides assistance and advice to the ESS Council.
4. Serves as liaison to the VP of ESS, representing the VP on various standing and ad hoc committees, and task forces.
5. Serves as liaison between the VP for ESS and college personnel or individuals representing organizations outside the College.
6. Supervises and oversees staff projects by establishing schedules, coordinating tasks, monitoring employment practices and ensuring that projects deadlines are met.
7. Assesses, monitors, and maintains ESS equipment budgets and ensures proper compliance in this area.
8. Monitors activities of the ESS Unit to ensure compliance with the College's goals, policies, and procedures.
9. Maintains the ESS student and staff web sites.
10. Coordinates the annual Student Excellence Convocation.

Reporting Relationships:

Direction Received: Reports to the Vice President for Enrollment and Student Services

Direction Given: No responsibility or authority for the supervision of others

Minimum Requirements:

Masters' Degree and four years experience in higher education.

The intent of this job 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.



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Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of College policies and procedures, and ESS systems
- Strong verbal and written communication skills
- Strong technology skills and knowledge in various applications including Excel, PowerPoint and Word processing.
- Knowledge of budget
- Supervisory skills

Working Conditions:

Typical Office Environment