

Dean, Enrollment Services
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the supervision of the Vice President, Students Services or assigned supervisor, the Dean, Enrollment Services, is responsible for planning, managing, coordinating, and evaluating the activities of Admissions and Records, Financial Aid, Cal-SOAP, Outreach and Early College, Transfer Pathways, Student Success Technology, Testing, International Students, and other related duties and responsibilities as assigned.

Examples of Duties

1. Provide managerial direction including planning, goal setting, implementation, coordination, evaluation and accountability for Admissions and Records, Financial Aid, Cal-SOAP, Outreach and Early College, Transfer Pathways, Student Success Technology, and International Students.
2. Plan, develop, and effectively administer budgets; prepare annual program plans, and oversee mechanisms for budget controls.
3. Work closely with the Vice President of Instruction and Student Services in the assessment of enrollment trends and strategies that have a direct effect on the College's FTES annual projections.
4. Develop and integrate a "one stop" student support services.
5. Provide leadership in institutional planning; program review; ensure goals and objectives outlined in program plans are met and/or redefined.
6. Plan, organize and direct the activities of all appropriate service operations, and allocate personnel and resources to optimize departmental efficiency and effectiveness.
7. Provide staff professional development training to enhance skills, adapt to new work situations, and to effectively and efficiently assist students and staff from diverse backgrounds with sensitivity and inclusive awareness.
8. Design and publish reports from the student database related to admissions, financial aid, international students, transfer, and enrollment, and others as required by law.
9. Provide oversight of the college record keeping process concerning deadlines, student attendance, transcripts, grades, grade changes, residency, veteran and athletic eligibility, foreign student admission, probation, disqualification, readmission, international student, transfer, and compliance with Federal FERPA requirements.
10. Ensure institutional compliance with federal, state, and local regulations, California Community College Chancellor's Office mandates, and other applicable rules and regulations; direct and prepare mandated reports.

Example of Duties (continued)

11. Provide oversight of the evaluation and certification of student records for enrollment verification, transcripts, transfer credit, credit by examination, degree and certificate eligibility, and subpoenas/records requests.
12. Provide oversight of the processing of veterans' entitlements and educational benefits, and reporting to state and federal agencies.
13. Provide oversight of the Student Information System, such as Banner, for the college.
14. Provide oversight of the processing of athletic eligibility and reporting to state and national agencies.
15. Maintain communication and coordinate enrollment services with the areas of Student Services, Instruction, and Finance and Administrative Services.
16. Interpret complex State and Federal laws, regulations, and statewide initiatives regarding student records and grading in accordance with California Community Colleges Chancellor's Office mandates, and compliance with Title 5 and the State Education Code.
17. Assist in the coordination of community outreach activities and student recruitment.
18. Participate in shared governance through service on planning and/or operations committees and task forces, including assisting in commencement committees/activities and serving on the college's Enrollment Management Committee.
19. Perform other related activities as assigned.

Minimum Qualifications

- Master's degree from an accredited educational institution.
- Two years' experience within the last four years related to one or more of the following; admissions and records, assessment, financial aid, international students, transfer, outreach, early college, and matriculation, including management or educational program administration experience in a college or university.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Applicable California Education Code provisions and Title 5 requirements pertaining to Financial Aid, Admissions and Records, and International Students.
- Ability to interpret laws, rules and regulations, and formulate clear procedures and handle complex and sensitive issues.
- Computer software applications and the ability to apply administrative technologies.
- Commitment to the California Community College mission.

Knowledge and Abilities (continued)

- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles and practices of administration, supervision, and training.
- Student record keeping practices, procedures and systems for processing and maintaining student information.

Ability to:

- Work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Comprehend and interpret government regulations related to programs.
- Analyze student onboarding needs and award student financial aid.
- Develop and implement systems for effective delivery of student financial aid and A&R processes, forms, and petitions.
- Plan and organize work to meet changing priorities and deadlines.
- Foster a culture of continuous improvement, and contribute to institutional set standards for student access, retention, persistence, and retention.
- Maintain a high level of of collaboration with district stakeholders.
- Select, train, and evaluate assigned staff.
- Analyze and prepare administrative reports, both narrative and statistical.
- Effectively represent the College to outside individuals and agencies in the course of work.
- Participate in the preparation and administration of assigned budget.
- Effectively communicate orally and in writing.
- Apply legal and policy provisions /regulations to various problems consistently and correctly.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3

Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Working Conditions (continued)

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

1/2025