



## POSITION DESCRIPTION

<b>TITLE:</b>	Assistant Director, Enrollment Management	<b>CATEGORY:</b>	Professional
<b>FLSA STATUS:</b>	Exempt	<b>GRADE:</b>	D

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**JOB SUMMARY:** Assist the Managing Director of Enrollment Management in the day-to-day planning, developing, managing, and operations of the Enrollment Management Department. Assist in supporting the areas of Instruction, Continuing Education, and Workforce Development and the District's Student Information System.

**In-person work on campus is an essential function of this position.**

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<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Assist the Managing Director in the day-to-day operations of the department; coordinate and supervise department functions; manage and direct activities for Ad Astra Room scheduling and course file updates; responsible for testing upgrades made to Ad Astra systems and reporting results; assist Managing Director with planning and implementing short and long term department goals; provide direct supervision of assigned staff to include coordinating and delegating work; analyze and recommend solutions for complex problems identified by staff.	30%
2. Assist the Managing Director by providing support in the enrollment management process by designing, developing, compiling, modifying, generating, publishing, and ensuring accuracy of reports or statistics relating to student enrollment, room utilization, and other special projects as they relate to the area of Instruction, Workforce, and Continuing Education; assist in the completion of requests by other departments and information systems, both internally and externally.	20%
3. Assist the Managing Director in the preparation of reports for internal and external requests using a variety of tools to include Banner Student Information System, Ad Astra, Argos, to extract data; assist other staff in learning and utilizing the various database and reports generated by software available at the College; prepare, compile, and submit reports as required by management, state, local, and federal regulatory agencies; participate in improving and maintaining departmental computerized records system.	15%
4. Perform personnel management activities to assigned staff, including supervision, recommendations for employment, orientation, performance evaluation, and guidance and support concerning professional development; interpret, implement and administer policies and procedures; keep staff informed of current rules and regulations through staff training and development.	10%

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| 5. Assist the Managing Director in a variety of tasks including organizing and conducting meetings and presenting training or informational sessions for internal groups. Coordinate services and activities associated with enrollment management. | 10% |
| 6. Maintain awareness in current developments in enrollment management, student services, higher education, and fields related to assigned functions.   | 5%  |
| 7. Represent and perform job duties and responsibilities of the Managing Director in his/her absence to include attending training and conferences both local and out-of-town.  | 5%  |
| 8. Perform other duties as assigned.  | 5%  |

**SUPERVISORY RESPONSIBILITIES:** Direct supervision of assigned staff

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree

**EXPERIENCE:** Four (4) years of related experience.

**SPECIAL CONDITIONS:**

This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Effective communication skills both in writing and verbally;
- Ability to effectively deliver presentations;
- Comprehensive knowledge of current state and federal regulations pertaining to college enrollment;
- Ability to interpret complex state regulations and write internal procedures to support external mandates;
- Ability to adapt policies or procedures to changing organizational needs;
- Proficient computer skills to include database and spreadsheet programs;
- Ability to interpret data and enter data requirements into a secure website;
- Effective analytical skills and detailed oriented;
- Ability to maintain confidentiality of work related information and materials;
- Experience leading and managing personnel;
- Ability to resolve complex issues;
- Conflict resolution and teambuilding skills;
- Effective interpersonal and organizational skills.

**2. Equipment Used:** Mainframe computer equipment, personal computer and other equipment associated with a general office environment; such as copier, multi-line phone, fax, etc.)

**3. Software Used:** A variety of word-processing, spreadsheet, database software, Ad Astra, e-mail, Banner SIS and a variety of internet and presentation software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and or move up to 10 and 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
**Employee Signature** **Date**