

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



DIRECTOR OF ENROLLMENT SERVICES

FLSA: EXEMPT

POSITION DESCRIPTION: Under the direction of the Dean of Student Services, the Director of Enrollment Services will plan, organize, evaluate, and direct the operations/activities relating to recruitment/outreach, the welcome center, the transfer/career center, new student welcome day, first year experience learning communities, and assigned state/federally categorically funded programs. In addition, the Director of Enrollment Services will provide leadership to the campus in the areas of: recruitment/outreach, development of relationships with local feeder high schools/community organizations, the successful transition of new students into college, matriculation, transfer/career programs, evaluation of program effectiveness, and recommending methods for continuous improvement of enrollment management on campus.

EXAMPLE OF DUTIES:

- Serves as an initial point of contact for members of the local community and local school districts desiring information about the Compton Center.
- Provides leadership to Compton Center's outreach/recruitment functions which may include, but not be limited to, recruitment, community outreach, the development of relationships with K-12 districts, and the development of relationships with community organizations from which potential students can be recruited.
- Provides leadership and support to successfully transition new students into college.
- Manages and supervise faculty, staff, and students who work in the outreach/recruitment office, welcome center, transfer/career center, first year experience program, foster care education programs, and upward bound programs.
- Provides overall planning, evaluation, direction, and guidance to department staff and/or faculty in the day-to-day operations of the outreach/recruitment office, welcome center, transfer/career center, first year experience program, foster care education programs, and upward bound programs.
- Assists the Dean of Student Services in the development of necessary programs and services designed to assure students' access, ease of entry and successful transition into college.
- Assists the Dean of Student Services in the development of college-community and college-school district partnerships.
- Establishes and monitors yearly budget for the outreach/recruitment office, welcome center, transfer/career center, first year experience program, new student welcome day, foster care education programs, and upward bound programs.
- Maintains effective communication with feeder school districts, community based organizations, business entities, and public agencies.
- Assists in the development of a tracking and evaluation system to evaluate the progress of students from their recruitment through enrollment.
- Participates in the development and delivery of orientation programs for new and/or returning students.
- Attends counselor department meetings.
- Maintains an effective working relationship with the Compton Center counselors assigned to feeder high schools.

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EXAMPLE OF DUTIES (Continued):

- Maintains an effective working relationship with other college departments that participate in the Compton Center's enrollment management efforts.
- Serves as the central clearinghouse for other college departments that participate in the Compton Center's recruiting and outreach efforts.
- Stays abreast of general education/breadth requirements, degrees, certificates and majors offered by the Compton Center and articulation agreements; answer inquiries from prospective students regarding these topics.
- Assists in the development of materials for the outreach/recruitment office, welcome center, transfer/career center, first year experience program, foster care education programs, and upward bound programs.
- Schedules and participates in presentations to feeder schools and community entities, and conduct tours and presentations on campus as well as train others to do so.
- Represents El Camino College Compton Center at off-campus functions and events.
- Plans yearly campus programs and workshops such as new student welcome day, transfer/career fairs, high school reception, counselor luncheons, and summer programs.
- Participates in meetings of Compton Center's personnel and representatives from feeder school districts.
- Performs other necessary related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions, operations and activities associated with enrollment management, outreach/recruitment, transfer/career, state/federal categorical programs, and student success.
- Basic college curricula and requirements.
- Enrollment management methods and strategies.
- District organization, operations, policies and objectives.
- Development, implementation and monitoring of budget; resource development.
- Oral and written communication skills.
- Effective collaboration, communication and consensus-building techniques.
- Principles and practices of management and supervision.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping and budgeting techniques.

ABILITY TO:

- Present a positive image of the Compton Center.
- Communicate with a wide range of community members and prospective students.
- Plan and work effectively and cooperatively with peers, faculty, administrators, staff, student and community members from multi-cultural, diverse backgrounds.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines; plan and organize work effectively.
- Organize multiple projects and carry out required project details.
- Evaluate department programs and functions and make recommendations for continuous quality improvement.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting and decision-making.
- Communicate well in writing and orally; develop written reports and deliver oral presentations.

REQUIRED QUALIFICATIONS

- Master's degree.
- One year of leadership experience including supervision and evaluation of student services personnel and budget management.
- Three years experience in the coordination of a student services program.
- Sensitivity and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

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WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.