

## **JOB DESCRIPTION**

**POSITION TITLE:** Dean of Enrollment & Student Services

**GROUP CLASSIFICATION:** Administration

**GENERAL STATEMENT OF DUTIES:** Serves as an administrative official responsible for the planning, direction, training, and implementation of student support services of the University. Functions/departments supervised include Student Services at both the Garland and Frisco locations. Acts as the senior enrollment administrator. The ideal candidate will possess strong management skills, a keen attention to detail, and the ability to communicate in a clear and concise manner.

**SUPERVISION RECEIVED:** Administrative Direction – Reports to the President

**SUPERVISION EXERCISED:** Management

**EXPERIENCE AND EDUCATION:**

- Master's degree required.
- Work experience in college/university administration and/or teaching experience in higher education.
- Experience in Student Services and/or recruiting preferred.
- Knowledge of institutional software preferred.
- Ability to manage multiple tasks in a collaborative manner.

**WORKING CONDITIONS:** Will include usual office conditions with day, evening, and weekend work as needed to meet University needs. Must provide own transportation to and from work and to other locations as related to work assignments.

**LICENSE OR CERTIFICATION:** None

**PHYSICAL REQUIREMENTS:** No substantial physical activity required.

**OCCUPATIONAL GROUP:** Exec/Admin/Managerial

**EXAMPLES OF DUTIES:**

- Work with Amberton's Strategic Enrollment Plan that positions Amberton University for enrollment success;
- Enhance relationships with Dallas Community and Technical Colleges to grow the transfer enrollment pipeline;
- Provide leadership within the Dallas Fort Worth Metroplex to enhance collaborative recruitment activities;
- Oversees the development of multiyear enrollment plans;
- Works with Student Services to provide training & support for enrollment-related and academic advising;
- Supports enrollment and retention of students through collaboration with faculty, staff, and administration;
- Develops and manages a training plan for all Student Services staff;
- Oversees the operations and staff of the University's Student Services Office at the Garland campus and Frisco Center;

- Ensures all departments under supervision operate within established budgetary constraints;
- Completes annual reviews and assessments of each employee, department and department goals, under supervision;
- Contributes to the overall success of the departments supervised by performing all other duties and responsibilities as assigned;
- Works with Student Services Office in the enrollment and certification of F-1 International Students and Veterans.
- Hires, trains, and manages employees in Recruiting and the Student Student department to ensure efficient and professional interactions with students, faculty, and staff as necessary.
- Commit to upholding ethical standards and integrity in all University dealings.
- Other duties as assigned.

#### QUALIFICATIONS FOR APPOINTMENT:

- A confessed Christian believing in the principles and beliefs taught in the New Testament of the Bible.
- Knowledge and experience in student services, college administration, and instruction.
- Knowledge in enrollment management leadership, enrollment management, admissions, registration and/or student records.
- Comprehensive knowledge of the University's policies and regulations, including the University's catalog, academic standards, admission and registration procedures.
- Proficiency in the use of computers and technology.
- Ability to communicate effectively, both orally and in writing.
- Ability to be self-directed including organizational skills, initiative, timeliness, and follow-through.
- Ability to work both independently and collaboratively.
- Professionalism in speech, dress, and manner consistent with University standards.
- Ability to accept new challenges and to learn new processes in the performance of job responsibilities.

NOTE: The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It is understood that the example of duties do not necessarily include all of the duties to be performed and that they can be modified to meet the changing needs and circumstances of the University.

Send resume, application and list of references to:

Human Resources  
 Amberton University  
 13601 LBJ Fwy  
 Garland, TX 75041

[HResources@Amberton.edu](mailto:HResources@Amberton.edu)