

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Associate Dean of Enrollment Services

DEPARTMENT: Student Services

REPORTS TO: Vice President of Student Services

SUPERVISES: Enrollment Management Staff (Advising Department, Recruiting Department,
Admissions Department & Director of Student Success/COSI)

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/**Date:** 9-13-2022 **Revision #:** 6 **Date:** 8-29-2023

TRAVEL: Travel to our Craig Campus and other service locations is required

SALARY: \$55,000.00 - \$65,000.00 (Salary is commensurate with education and experience)

Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

COLLEGE-WIDE X **CAMPUS:** X **RANGELY** **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

The CNCC Associate Dean of Enrollment Services is responsible for creating a welcoming environment that actively provides an atmosphere for student development that seamlessly allows students to navigate through the academic environment. The Associate Dean of Enrollment Services is directly responsible for the business and management of the Advising & Recruiting Departments in accordance with CNCC policy and procedure. They will manage and oversee the selection, training, and supervision of student learning and advising activities. The Associate Dean of Enrollment Services oversees and leads all student success efforts on both the Rangely and Craig campuses and coordinates activities and initiatives to increase and enhance the overall academic success of CNCC students.

PRIMARY DUTIES:

- Work alongside the Vice President of Student Services to develop and manage each individual Enrollment Management Departmental budget, each academic year.

- Work with the Department of Human Resources to recruit, hire, train, and supervise the Enrollment Management Staff to ensure adequate training and support are provided, thus ensuring the successful programming and coordination of Department initiatives.
- Maintain current knowledge of curricular requirements and state transfer policies (60+60, Pathways, Degrees with Designation etc.). Understand the transfer of credit process and delivers unofficial degree evaluations.
- Provide leadership to the Enrollment Management Staff to ensure seamless transition into the CNCC academic environment.
- Oversees the guided self-assessment process, placement testing and pre-registration activities.
- Assist with crisis intervention and make student referrals as necessary.
- Conduct assessments and maintain data necessary for federally mandated reports and for internal operational requirements.
- Participate in external grant activities specific to the department, including the Colorado Opportunity Scholarship Initiative (COSI).
- Oversee and manage process of how students are assigned to advisors. This position will also carry an advising and intervention load.
- Serve as a superuser of EAB Navigate, Banner, D2L, Recruit, Maxient and etc.
- Manage the Early Alert System, Navigate progress reports, alerts, and grade checks. Coordinate resulting care across departments.
- Serve on the Athletic Success Committee, CARE Team, Academic Council and/or other weekly meetings on campus as needed. Attend regional and state meetings as needed (CCCS Advising, Accessibility, Transfer Coordinators, etc.).
- Lead the Student Success Committee and Retention Committee weekly meetings.
- Maintain transfer guides, general articulation agreements and student transfer plans. Facilitate student transition to the workforce or other institutions of higher learning.
- Assist with managing and staffing Enrollment Day and Recruiting events.
- Assist with coordinating re-enrollment campaigns as needed as well as with developing and implementing a strategic student success plan.
- Manage and oversee career services programs (Sparty's Professional Closet, resume writing, etc)
- Manage the development of a Career/Transfer Fair for CNCC students.
- Perform other related duties as assigned.

MINIMUM/ESSENTIAL QUALIFICATIONS:

Education and Training:

- Bachelor's degree in related field from accredited College or University
- One year experience as an academic advisor
- Two to four years of leadership experience

Equipment/Machine Operation/Software:

- ✓ Computer/Printer
- ✓ MS Office (Word, Excel, Outlook)
- ✓ Multi-line phone system
- ✓ Video/Audio Equipment

ESSENTIAL SKILLS, ABILITIES & KNOWLEDGE:

1. Working knowledge of student development theory.
2. Excellent supervisory management and leadership skills.
3. Working knowledge of student conduct process.
4. Knowledge of employment trends as related to majors and course of student options.

5. Ability to develop and maintain internal and external relationships for key areas of responsibility.
6. Excellent communication, leadership and teambuilding skills.
7. Ability to serve a diverse campus population.
8. Strong interpersonal skills.

PREFERRED QUALIFICATIONS:

- Master's Degree in related field from accredited College or University
- Three to five years of Academic Advisor experience
- Equipment/Software Skills:
 - ✓ BANNER 9 / EAB Navigate / Adobe-InDesign Software

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cnc.edu.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS:

In an 8 hour workday, this job requires:

N/A = Not Applicable
 R = Rarely (less than ½ hour per day)
 O = Occasionally (1/2 - 2.5 hours per day)
 F = Frequently (2.5 - 5.5 hours per day)
 C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing				X		
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____