

<b>Position:</b> Enrollment Services Lead	<b>Position Number:</b>
<b>Department/Site:</b> Student Affairs	<b>FLSA:</b> Non-Exempt – (Classified CSEA)
<b>Reports to:</b> Director, dean, or another administrator in assigned area	<b>Salary Range:</b> 34

**BASIC FUNCTION:**

Under the direction of the Dean of Student Affairs, the Enrollment Services Lead serves as a policy and reporting expert for Federal, State, and institutional policies and procedures related to admissions, registration, student records, and international students.

**REPRESENTATIVE DUTIES:**

Keep knowledge of regulations and procedures related to student admissions and records, including matriculation, current through self-study and communication, and communicate changes in those regulations and procedures to Dean of Student Affairs and other Enrollment Services staff.

Ensure conformance to District policies and procedures and State and federal laws and regulations related to student enrollment, registration collection and accounting of fees, and maintenance of student records; make recommendations to develop and modify work processes in response to legislative mandates and regulatory changes.

Prepare and submit a variety of State and institutional statistical and narrative reports; compose and/or edit a variety of publications including class schedules, prepare budget reports, annual recap data and special reports, proposals, recommendations, and other materials as requested.

Provide technical information and assistance to students, staff, administrators and others concerning college admission, registration and the collection and accounting of fees; interpret policies and regulations and determine appropriate

Design and implement continuous improvement programs in all Admissions and Records processes.

Maintain program budget and records of expenditures when assigned; provide input and recommendations regarding staffing, equipment, and supply needs.

Assist in training new staff and student workers; oversee

Any combination equivalent to: an Associate's degree and five years of increasingly responsible experience in admissions and records or a related function.

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