



Midland College

December 1, 2009

DEAN OF ENROLLMENT MANAGEMENT

RESPONSIBILITIES

Responsible for managing, executing, developing and directing the procedures and success of daily office operations for Enrollment Management areas including Admissions, Recruitment, Financial Aid and Registration.

- Develop and implement the colleges' strategic enrollment, admissions, recruitment and retention plan
- Manage budget for Office of Enrollment Management and oversee utilization of budgets within reporting departments
- Serve as chair of Enrollment Management Committee and establish goals and activities for recruiting and retaining students
- Review and assess procedures for recruiting, admitting, enrolling and providing financial aid for all students
- Keep abreast of current regulations, changes, trends and techniques concerning policies and procedures which affect student services enrollment management areas
- Supervise the completion of required state and federal reports
- Evaluate each registration period to assess needed changes or adjustments
- Work with Information Technology to facilitate implementation and operation of student information systems
- Coordinate with community leaders to administer the Slough and Legacy Scholarships

QUALIFICATIONS

Required:

- Master's Degree
- Administrative, management, supervisory and demonstrated leadership skills
- Knowledge of Financial Aid, Admissions and Registration state and federal regulations
- Demonstrated experience with federal and State reporting requirements/deadlines
- Experience in managing departmental budgets

Preferred:

- Knowledge of mainframe database systems and document imaging system

SALARY

Salary range is \$55,000 to \$70,000 per year. Excellent fringe benefits. Position available immediately.

APPLICATION

Interested candidates should submit a resume, completed official application, official transcripts sent directly to the Human Resources office from the institutions attended, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to:

Zaira Valeriano
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.

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