



POSITION ANNOUNCEMENT

Dean of Enrollment Management

Internal Posting

CAMPUS: College Wide

STATUS: Full Time – Exempt

DUTIES: The Dean of Enrollment Management is responsible for managing the enrollment activities at Oconee Fall Line Technical College. Duties include but are not limited to: providing leadership and being responsible for the enrollment management team which includes admissions, recruitment, registrar's office, retention, and financial aid. The dean ensures that direct reports are knowledgeable about college programs & services; may serve as the OFTC representative at college recruitment functions; develops monthly recruitment and retention reports; develops and maintains the enrollment management plan for OFTC; assists with the design & execution of special events projects & activities; manages and oversees the financial/budget operation of the department; monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures; maintains up-to-date policies, procedures, & state or federal laws that may impact department initiatives. The Dean of Enrollment Management will report directly to the Vice President of Student Affairs.

MINIMUM QUALIFICATIONS: A Master's degree from an accredited college or university and two years of work related experience. Preference will be given to applicants with at least three years of supervisory experience in student affairs. Additional preference will be given to candidates with extensive Banner experience.

COMPETENCIES: Skill in the use of computers and job related software; Skill in planning and organizing projects; Skill in oral and written communication; Skill in interpersonal relations and effective problem solving methods; Skill in analyzing data and situations for accurate assessment; Knowledge of the college philosophy and objectives as they relate to performance; Knowledge of personnel management practices, budget and accounting practices, assessment and accreditation principles and issues and trends in higher education; Ability to work with staff and faculty in integrating effective assessment practices; Ability to supervise, advise, and mentor staff; Ability to provide leadership in high-pressure situations.

SALARY/BENEFITS: \$80,000 Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

APPLICATION INSTRUCTIONS:

The position is available until filled. It is open to current OFTC and TCSG employees. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

**Employment is contingent based upon successful completion of appropriate background checks.

Equal Opportunity Institution -

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color,

disability, genetic information, national origin, race, religion, sex, or veteran status (“protected status”). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual’s protected status; nor shall any individual be given preferential treatment because of the individual’s protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Oconee Fall Line Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution’s ability to achieve its mission and strategic priorities in support of student success.

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478.553.2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643