



Dean of Enrollment Services and Student Success (VLD)

CAMPUS: Valdosta Campus

STATUS: Full-time

POSTING TYPE: Regular Posting

Provide overall leadership and management of One-Stop Centers operations at multiple campus locations. Oversee all admissions, enrollment, and advising processes, ensuring efficient and accurate service delivery. Supervise, train, and evaluate front- and back-office staff; conduct annual employee performance evaluations. Monitor daily activities to ensure compliance with TCSG policies, institutional procedures, and regulatory requirements while maintaining a positive, professional service environment. Assist with student advising and enrollment support as needed. Manage the One-Stop Centers' annual budget, including planning, monitoring, and fiscal accountability. Coordinate with Academic Affairs and other areas to develop, evaluate, and improve admissions and advising processes; run and analyze reports to support class planning and enrollment needs. Develop, review, and recommend school-wide policies and procedures to ensure alignment with institutional goals and operational effectiveness. Oversee the Institutional Effectiveness Assessment Reports for the One-Stop Enrollment Center, including setting objectives, identifying assessment measures, monitoring results, and coordinating follow-up actions. Serve as a college officer in student conduct matters and ensure accurate and timely updates in Maxient. Lead and support student success initiatives aligned with institutional priorities. Assist with management, updates, and account maintenance in Target X and other enrollment management systems. Compile and analyze enrollment data and generate reports to support enrollment campaigns and outreach efforts. Ensure competitive entry programs applications are developed, maintained, and posted on program websites. Serve as a first or second reviewer for competitive admissions applications, as assigned. Collaborate with TCSG personnel on special projects and ensure accurate updates to WGTC data systems. Review and update WGTC webpages, catalogs, and admissions-related content to ensure accuracy and compliance. Support institutional planning, accreditation, and compliance efforts related to enrollment and admissions functions.

Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.

Reasonable Accommodations Statement: To perform the duties of this position successfully, the incumbent must have the appropriate work experience, hold the appropriate certification and credentials, and be able to perform each key position duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Please contact humanresources@wiregrass.edu to request accommodations.

SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. Probability of working beyond the normal shift, but not frequently. Periodic travel between major Wiregrass campuses and satellite sites.

MINIMUM QUALIFICATIONS

A Master's Degree from an accredited college or University ***and*** two (2) years of work related experience.

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Experience using a customer service management tool; previous experience serving in a managerial role in enrollment management or student affairs; experience in the Technical College System of Georgia.

SALARY/BENEFITS

Salary is \$87,000/yr. This position is full-time and includes standard State of GA benefits such as leave accrual, options for health & other supplemental benefits, and retirement. This position may qualify the successful candidate for the Public Service Loan Forgiveness Program. *This position is funded in whole or in part by State/Local/Tuition funds.*

BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: No additional tests are required for this position.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Tuesday, May 19, 2026 or Until Filled

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Vice President for Human Resources and Operations, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Director of Special Populations and Tutoring Services, Valdosta Campus, Berrien Hall, Room 100, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu *student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.