

**Edison State Community College** invites qualified candidates to apply for the full time position of the Assistant Dean of Student Affairs. The Assistant Dean of Student Affairs serves as the operational leader for the Student Affairs division, implementing strategic priorities established by the Dean of Student Affairs. This position manages the day-to-day operations of enrollment management and student success functions, coordinating service delivery from initial contact through completion. The Assistant Dean ensures efficient execution of approved policies and procedures, maintains consistent service standards, and monitors operational effectiveness across all locations.

To be considered candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

### **Edison State Community College is an EOE/AA Employer**

#### **Functional Responsibilities:**

##### **Operational Leadership and Management**

- Implement strategic initiatives and priorities established by the Dean
- Manage daily operations of enrollment management and career pathways departments
- Execute and monitor approved workflows and procedures to ensure effective service delivery
- Coordinate implementation of enrollment and advising processes across locations
- Monitor operational metrics and recommend process improvements to the Dean
- Ensure operational compliance with established policies and procedures
- Manage departmental budgets within approved allocations
- Support assessment activities and provide operational data for continuous improvement initiatives
- Serve as proxy for the Dean of Student Affairs as needed

##### **Enrollment Management and Career Pathways Operations**

- Execute comprehensive student services model integrating enrollment, advising, and career development functions as directed by the Dean
- Manage recruitment, onboarding, and registration processes for all student populations
- Monitor consistency of processes and procedures across locations and programs
- Provide direct supervision of enrollment and advising staff operations
- Ensure operational alignment with institutional policies and procedures
- Report service delivery metrics and outcomes to the Dean
- Recommend improvements based on operational data and feedback

## **Student Success Initiatives**

- Implement retention and completion initiatives across student affairs departments
- Manage early alert and intervention programs
- Supervise special population support services (veterans, disability services, etc.)
- Oversee student communications and engagement strategies
- Collect and analyze data for assessment of student success outcomes and initiatives

## **Required Knowledge, Skills, Experience, and Personal Qualifications:**

- A strong background in and a demonstrated commitment to current practices related to student services, enrollment, and retention techniques and strategies.
- Demonstrated ability to translate strategic goals into operational plans and effectively implement strategic initiatives
- Demonstrated ability to coordinate complex operational processes across departments
- Strong staff supervision and team-building skills
- Demonstrated successful experience with student success, retention, and completion strategies and theory.
- Demonstrated management skills, including budgeting, personnel, and strong verbal, written, and analytical skills.

## **Required Experience:**

- Minimum of five years of operational management experience in higher education student affairs, including direct hands-on experience in enrollment management or academic advising.
- Experience implementing and managing strategic enrollment initiatives.
- Must have demonstrated experience supervising staff and coordinating cross-functional operations.
- Community college experience strongly preferred.
- Experience with student information systems and CRM platforms required.

## **Educational Background:**

- The completion of a Bachelor's degree from an accredited institution is required; Master's degree preferred.

## **Supervises the following staff under the direction of the Dean of Student Affairs:**

- Enrollment Managers
- Career Pathways Advisors

- College Resource Specialists
- Support staff and student workers