



TEMPLE COLLEGE  
TEMPLE, TEXAS

## **Job Description**

**JOB TITLE:** Division Director, Student and Enrollment Services  
**FLSA:** Exempt  
**SALARY LEVEL:** Grade 8-Professional Salary Schedule  
**DATE:** February 23, 2009

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

Under general supervision of the Vice President of Educational Services the incumbent manages the administrative functions of the assigned division including the supervision of the division's departmental chairs. The incumbent will oversee the overall fiscal and budgetary management of the division, the development and implementation of operational procedures, and special projects.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

Develop strategic planning priorities for assigned areas, in collaboration with faculty, staff, and students.

Help develop, monitor, and implement annual budgets for all assigned areas.

Develop policies and procedures to ensure the quality of student orientation, registration, advising and counseling, student activities, job placement, services to special populations, financial aid, TRIO, and other student development services.

Supervise staff in admissions and records, financial aid, student accommodations, TRIO, and student life.

Coordinate strategic planning, assessment, and budget development for the Division.

Advise the Vice President of Educational Services concerning personnel matters.

Provide academic advising to students from the division.

Develop and coordinate professional growth and development plans for division.

Monitor and evaluate operational effectiveness; effect changes required for improvement.

Periodically perform or oversee the evaluation of Division personnel.

Attend meetings as required or needed.

Perform other job related duties as assigned by the Vice President of Educational Services.

**MINIMUM EDUCATION AND EXPERIENCE:**

Master's Degree and six (6) years of directly related job experience.

**CERTIFICATION OR LICENSES**

None

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments. Ability to gather data, compile information, and prepare reports. Ability to communicate effectively, both orally and in writing. Ability to make administrative/procedural decisions and judgments. Skill in budget preparation and fiscal management. Ability to plan, organize, implement, evaluate, and modify administrative support needs. Ability to coordinate and organize meetings and/or special events. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Knowledge of principles and processes for providing customer and personal service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting and manipulation of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting.

**SUPERVISORY DUTIES:**

Division supervisors and Office Manager.

**DIRECT SUPERVISOR:**

Vice President, Educational Services