Notice of Vacancy

Location of Position(s): Jackson County Campus, Gautier, Mississippi  
Jefferson Davis Campus, Gulfport, Mississippi  
Perkinston Campus, Perkinston, Mississippi

<table>
<thead>
<tr>
<th>Position Available:</th>
<th>Classification:</th>
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<tr>
<td>Dean of Student Services &amp; Enrollment Management (Multiple Positions Available)</td>
<td>Administration Level IV</td>
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<tr>
<th>Date Position Available:</th>
<th>Salary Scale:</th>
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<tr>
<td>Currently Open</td>
<td>Salary based on experience</td>
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Qualifications & Experience:

MANDATORY: (M1) Doctorate in Student Personnel Services or a closely related field from a regionally accredited institution of higher learning. (In extraordinary circumstances, the college may consider an applicant with an outstanding record of achievement in student services area and recent progress toward an earned doctorate.) (M2) Verifiable work experience in one or more of following areas as the decision maker, leader, manager, or facilitator: Registrar, Admissions, Financial Aid, Counseling, and/or Enrollment Management. (M3) Five years applicable administrative and supervisory experience. (M4) Superior interpersonal, written, and oral communication skills. (M5) Familiarity with basic internet, email, and word processing functions.

DESIRABLE: (D1) Work experience in a multi-campus community college. (D2) Successful experience in leading team-building activities. (D3) Experience with developing and implementing the “Front Door Experience” or the “One Stop Shop” Model. (D4) Familiarity with Banner.

The College:

The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

Application Information & Deadline

For additional information on the position, contact:
Michelle Sekul  
Vice President  
Institutional Advancement & Student Services  
PO Box 99  
Perkinston, MS 39573  
(601) 928-6205  
Email: michelle.sekul@mgccc.edu

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:

Positions Open Until Filled

Mail all documents to:  
Human Resources Office  
P.O. Box 609  
Perkinston, MS 39573  
Email: human.resources@mgccc.edu

Job Listing Web Address: [www.mgccc.edu](http://www.mgccc.edu)

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the District Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.
JOB DESCRIPTION

JOB TITLE: Dean of Student Services & Enrollment Management

DEPARTMENT: Student Services

GENERAL STATEMENT OF FUNCTION:
The Dean of Student Services and Enrollment Management is responsible for all aspects of the student services department and reports to the Campus Vice President and the District Vice President of Institutional Advancement & Student Services.

MANDATORY REQUIREMENTS
1. Doctorate in Student Personnel Services or a closely related field from a regionally accredited institution of higher learning. (In extraordinary circumstances, the college may consider an applicant with an outstanding record of achievement in student services area and recent progress toward an earned doctorate.)
2. Verifiable work experience in one or more of the following areas as the decision maker, leader, manager, or facilitator: Registrar, Admissions, Financial Aid, Counseling, and Enrollment Management
3. Five years applicable administrative and supervisory experience
4. Superior interpersonal, written, and oral communication skills
5. Familiarity with basic internet, email, and word processing functions.

DESIRABLE REQUIREMENTS
1. Work experience in a multi-campus community college
2. Successful experience in leading team-building activities
3. Experience with developing and implementing the “Front Door Experience” or the “One Stop Shop” Model
4. Familiarity with Banner.

DUTIES AND RESPONSIBILITIES
1. Maintains a regular workweek as follows: Monday - Friday, 8:00 a.m. – 5:00 p.m. Work may be required beyond 5:00 p.m. on some weekdays and on weekends in order to fulfill job responsibilities.
2. Maintains a residence in reasonable proximity to campus to respond to emergencies as needed in a timely manner.*
3. Acts as the College liaison for one of the following: Financial Aid, Admissions, Counseling/Enrollment Services.
4. Assists the Vice President of Institutional Advancement & Student Services to carryout and maintain the district wide strategic enrollment management plan making recommendations for improvement/change as needed.
5. Supervises the Director of Admissions and Records and admissions; the admissions and records function and acts as registrar.


7. In conjunction with the district office, other campuses, the Campus Deans of Instruction and Business Services, plans and supervises the campus registration process.

8. In conjunction with the Deans of Instruction and Business Services makes registration work assignments.

9. Insures, in conjunction with the Dean of Instruction, that each student has an appropriate faculty advisor.

10. Supervises the career/counseling center and all counselors and enrollment specialists.

11. Supervises the Coordinator of Student Activities, Wellness & Recreation*, student activities and publications.

12. Supervise the Director of Residence & Student Life and residential housing program working with the Dean of Business Services, grounds and maintenance to ensure residence halls are adequately maintained; assist with overseeing any renovation and new residence hall construction.*

13. Supports Campus Police to maintain a safe campus environment.


15. Plans, coordinates, and participates as needed in the student orientation process.

16. Administers the Due Process Policy for student conduct matters. Counsel students on conduct issues, administer appropriate sanctions, and refer students to Conduct Board.

17. Prepares, in conjunction with computer center personnel and the Office of Institutional Research and Planning, all enrollment reports and serves as requested as the contact for the SBCJC enrollment auditors.

18. Supervises campus Assessment/Testinmg Center and all testing programs (ACT, COMPASS and on-line proctor testing).

19. Supervises the processing and evaluation of all applications for graduation.

20. Assists in planning graduation ceremonies and serves on the college-wide graduation committee.

21. Prepares all budget recommendations and approves all purchases for the student services department.

22. Assures the timely and accurate input of employee leave into BANNER for all student services personnel.

23. Annually reviews all publications and forms used by the student services department and recommends appropriate revisions.

24. Works with the BANNER steering committee, counterparts and computer center personnel to maintain currency of knowledge and skills relative to the BANNER administrative software.

25. Works with counterparts from other campuses and the district office to insure consistent administration of college policies and procedures.
26. Works constantly to promote a student-centered attitude among all campus employees.

27. Serves on the Campus Leadership Team.

28. Serves on college wide councils, including the Student Services Council on a permanent basis and the Instructional Affairs Council on a rotational basis.

29. Actively participates in civic and community organizations and functions as a representative of the college.

30. Supports and attends college events, performances, games and activities.

31. Assures campus compliance with all college policies and procedures in an effort to assure the one college commitment to students.

32. Supports the student services needs of the associated education centers (George County*, Keesler Center**, Navy Construction Battalion Base**).

33. Serves as Chair of the Awards Committee, Admissions Committee, and Scholarship Committee.

34. Performs all other duties as assigned.

* Duties performed only by the Perkinston Campus Dean of Student Services & Enrollment Management

** Duties performed only by the Jefferson Davis Campus Dean of Student Services & Enrollment Management