Job Description

**Job Title:** Dean of Enrollment Services/Registrar

**Location:** Remote/Houston

**Department:** Student Services

**Job Category/ FLSA Status:** Student Support/Exempt

**Accountability:** Vice President of Student Services

**Authority:** Office of the Registrar

Student Services Center

# Position Description:

The Dean of Enrollment Services/Registrar is responsible for the leadership and management of all activities and budgets to support the recruitment and retention of students supported by the Office of the Registrar and the Student Services Center.

# Major/Essential Functions:

* Develops and monitors performance of the leadership team including regular coaching and mentoring, periodic performance reviews and establishment of individual and functional goals and objectives.
* Creates, presents, and obtains approval of strategic and operational plans outlining the methods, rationale, and financial implications necessary to achieve major objectives in support of the institutional strategic and operational plans.
* Provides leadership, management, and coordination for the daily operations of the OTR to ensure security, maintenance, and integrity of the manual and electronic student records/data.
* Develops and/or maintains institutional business processes within the OTR team for accurate maintenance of all student records, and ensures timely administration of educational processes around retention, promotion, and graduation (including but not limited to SAP, Probation, Transfer Credit Reviews, and managing exceptions in degree audits).
* Assumes leadership in the development, implementation of plans, goals, and objectives to facilitate the changes in policies, procedures, and processes for continual quality improvement.
* Monitors operational activities to meet goals, ethics, and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
* Develops and manages annual departmental program review including integration of units’ plans.

and assessments with institutional planning and assessment initiatives.

* Serves as a good steward of available budgets/funds to achieve maximum results.
* Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.
* Leads or serves as a member of committees/teams as assigned.

# Duties/Responsibilities:

* Provides oversight of registration and registration reporting processes.
* Provides accountability for implementing and monitoring policies concerning student enrollment; enrollment verification; academic records; matriculation; transfer work; grade reporting and processing; academic progress; graduation; and certificate and degree certification.
* Prepares annual and semester schedules and Academic Calendars to assist in publication of Academic Catalog in partnership with Dean of Students, Financial Aid, and the Office of Academic Affairs and other offices as relevant.
* Develops/manages annual advising and student success plan and manage to the goals.
* Develops and maintains policies, procedures, processes, and systems to support student advising, registration, engagement, student success, and retention through graduation.
* Maintains, generates, and analyzes data and reports to support assessment, achieve goals and develop a culture of goals achievement and continual quality improvement.
* Communicates and provides leadership of the vision and mission, and ensures all resources are in alignment with institutional and division mission and strategic initiatives.
* Coordinate commencement activities and programs in conjunction with the Office of Academic Affairs.
* Provides leadership for evaluating and ensuring quality in all aspects of the College’s enrollment management and student services programs and staffing.
* Develops and recommends student programs policies, procedures and practices which foster and promote student learning and student success, and which support the educational programs of the College.
* Performs related duties as required.

# Qualifications:

Required:

* Master’s Degree in higher education/educational administration/higher education leadership or related discipline from an accredited institution of higher education and 5 to 10 years of related experience including administrative leadership in an institution of higher education or the equivalent.
* Desires to work in a team environment and fosters collaboration, agility and empowerment to pursue and achieve strategic and operational goals and objectives.
* Flexible, cooperative attitude necessary to serve traditional and non-traditional students.
* Inspires, respects, trusts, and motivates others to perform well.
* Exhibits confidence in self and others.
* Be a committed Christian and in good standing with a local church.
* Be in complete agreement with doctrinal position of the College (including but not limited to the CBS Doctrinal Statement, The CBS Statement on Biblical Gender Roles, The CBS Biblical Statement on the Sanctity of Human Life, The CBS Biblical Statement on Human Sexuality, and the CBS Definition of Marriage) and able to sign statement without reservation.

Preferred Qualifications:

* Doctorate degree in higher education/educational administration/higher education leadership or related discipline from an accredited institution of higher education and 5 to 10 years of related experience including administrative leadership in an institution of higher education.
* Bilingual in English and Spanish (speak, read and write).
* Experience with Populi and Blackboard.

# Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

* Skilled in strategic planning and implementation, resource development and allocation, personnel and faculty development, management, and initiation of change.
* Excellent leadership, communication and presentation skills and demonstrate an ability to work collaboratively with faculty in a variety of fields.
* Ability to effectively communicate with students, administrators, and external agencies.
* Skilled at working in a team environment.
* Ability to manage multiple projects simultaneously while achieving goals and objectives.
* Ability to review situations, products, services and determine appropriate solutions or course of action.
* Skilled in the assessment and development of education products and services.
* Ability to read, analyze and interpret professional journals, financial reports, legal documents, and government regulations.
* Ability to effectively present information to various leadership and management constituencies.
* Ability to define problems, collect data, establish facts, and draw valid conclusions and recommendations.
* Ability to work independently as well as interact and work well with others on a team and individual basis.
* Ability to set goals and prepare and administer plans and programs.
* Organizational and administrative skills to care for vast amounts of detail work.
* Ability to edit and communicate clearly and consistently, both verbally and in writing.
* Understanding of accreditation requirements and processes.
* Proficiency in using Microsoft Word and Excel, PowerPoint, Internet, and email and other data management software applications used in research and analysis.

# Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

* Prepare annual, quarter, and monthly reports for internal and external constituents.
* All additional measurements of expectation and performance will be designed, documented, and implemented as deemed appropriate to this position.

# Mobility/Physical Demands:

* While performing duties of this job, employee is required to sit, stand, and walk.
* Employee is required to talk and listen via face-to-face contact and telephone and communicate in electronic formats.
* Employee may have to lift and/or move up to 10 pounds.

# Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

* Normal office environment
* Travel as necessary to attend local and national events, development opportunities and conferences.

# Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God’s chosen individuals. CBS does not discriminate based on race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental.

disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.