

SUBJECT: VICE PRESIDENT FOR ENROLLMENT SERVICES

(Exempt-Executive, level 4)

The Vice President for Enrollment Services is the Chief Enrollment Officer of the College. He/she reports to the President and works under minimal direction, manages and supervises divisional functions and responsibilities; assumes responsibility for planning and recommending general divisional responsibilities and implementing and managing general responsibilities as directed by the President; exercises authority to employ and discharge employees; exercises general discretionary powers in management of the institution, subject to budgetary and policy limitations.

The Vice President for Enrollment Services has planning, supervisory, management and budgetary responsibility for the following functions and related staff personnel:

- ◆ Admissions
- ◆ Financial Aid
- ◆ Registrar
- ◆ Retention
- ◆ External Programs
- ◆ Marketing
- ◆ Student Affairs
- ◆ Quality Enhancement Plan Director

The Vice President for Enrollment Services shall discharge such other duties and responsibilities as may be assigned by the President.

Contact for Interpretation: The President

This policy statement supersedes all previous policy statements on this subject.