SUMMARY OF MAJOR RESPONSIBILITIES: The Associate Dean for Enrollment Management is responsible for the overall enrollment management functions of the College. Responsibilities include oversight of the office of admissions and office of financial aid. This position is also responsible for guiding the marketing efforts of the College.

MINIMUM QUALIFICATIONS:
- Master’s Degree in education, counseling or a related field required.
- Work experience in program, personnel, and budget management.
- Experience in enrollment management.
- Strong oral/written communication and interpersonal skills

PRIMARY FUNCTIONS:

1. Develops and implements enrollment management focused on recruitment and admission activities aligned to meet the College’s recruitment and enrollment goals.
2. Develops and implements a college-wide marketing plan including comprehensive enrollment strategies that incorporates new methods of communication and emerging technologies.
3. Recommends and administers admissions and financial aid-related policies and procedures.
4. Maintains and enhances relationships with high schools by providing updated information and programs that the College offers.
5. Supervises professional and support staff responsible for enrollment management, admissions, outreach, and financial aid.
6. Develops, implements, and manages departmental budgets to ensure compliance within budget guidelines.
7. Utilizes data provided to identify trends in enrollment, strategies for student recruitment and admission.
8. Ensures that relevant communication plan is in place for applicants with systematic communication, both electronic and written.
9. Oversees and approves all major recruitment materials and publications. Places advertising through various media outlets to support recruitment activities.
10. Assists the Dean for Student Affairs on division-wide matters as needed.
11. Performs annual college assessment activities as is relevant to areas of responsibility and other administrative duties as assigned.

Please provide a cover letter describing your experiences that pertain to this position and resume to adforenrollmgmt@fmcc.edu. This position will remain open until a successful candidate has been identified.

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran, or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.