Roxbury Community College
1234 Columbus Avenue
Roxbury Crossing, MA 02120-3400
Phone: (617) 541-5378 Fax: (617) 541-5365

NOTICE OF VACANCY
Posting Date: October 15, 2014
Roxbury Community College
FY 15-10
Non-Unit Professional, Full time with Benefits
Application Deadline: Open until Filled

DEAN OF STUDENT ADMISSIONS & SUCCESS

Roxbury Community College is the urban college that serves communities with predominantly minority and recent immigrant populations. As such, it proudly accepts its special responsibility to serve these communities with excellence. Roxbury Community College embraces the Efficacy Model, which holds that people of all races and cultures are capable of brilliance and that many important characteristics are neither fixed nor given but subject to development throughout life. The College continually strives not only to honor cherished traditional commitments, but also to be vitally responsive to new challenges and insights.

General Statement of Duties:
The Dean is responsible for the development, implementation, management and evaluation of the Roxbury Community College Enrollment Center, including the Office of Admissions; Testing Center; Office of the Registrar; Office of Financial Aid; and Single Stop.

Supervision Received: This position reports to the Vice President of Academic and Student Affairs

Supervision Exercised: Classified and non-classified staff in Admissions, Testing, Registration, Financial Aid, and Single Stop offices.

Essential Job Functions:
1. Lead the development and implementation of services which support the open access mission of Roxbury Community College.
2. Ensure implementation of all provisions of collective bargaining agreements for all staff in the division.
3. Manage restricted and unrestricted budgets in compliance with Board Policies, state and federal law.
4. Lead the evaluation of all programs and services in the division to ensure compliance with state and federal regulating agencies; external accrediting organizations; and best practices in higher education.
5. Maintain an ongoing divisional plan with annual goals and objectives.
6. Represent divisional concerns and needs to the Vice President for Academic and Student Affairs.
7. Participate in community activities, including advisory boards, to ensure relevance of college services.
8. Develop strategies to reduce barriers to student access, enrollment and matriculation.
9. Engage in professional develop to maintain and develop areas of professional expertise.
10. Demonstrate support for the college staff diversity plan.
11. Perform other duties as assigned.
**Minimum Requirements:**
*(All candidates must have the legal right to work in the United States)*

- Master's Degree in appropriate discipline.
- Three (3) years experience in higher education administration, ideally in the public sector.
- Demonstrated success in managing the functions of Admissions, Registration, and Financial Aid, in an open access, public, post-secondary institution.
- Proficiency with international student admission and matriculation.
- Proficiency with MS Office Outlook, Word, Excel, PowerPoint; ability to successfully use database applications.
- Excellent interpersonal and communication skills; high level writing skills, ability to professionally address groups with poise and diplomacy.
- Sensitivity and commitment to quality service compatible with an urban public community college setting.

**Additional Desired Qualifications:**

- Teaching experience in a community college setting.
- Experience and training in project management and conflict resolution

**Compensation:**
Starting salary will be competitive and commensurate with experience and qualifications.
The position includes a broad attractive benefits package.

**Application Deadline:**
The deadline for applications for this assignment is: **Open until Filled.**

**Equivalency Statement:**
Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position in order to receive further consideration.

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**To Apply:** To ensure full consideration, send your resume, a letter of interest, salary history, and three references, to:

Roxbury Community College  
Human Resources Department, re: **Dean of Student Admissions & Success**  
1234 Columbus Avenue  
Roxbury Crossing, MA 02120  
Email: jobs@rcc.mass.edu  
Fax: 617-541-5365  
For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

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Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action or Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.