

Dean of Student Services
(Reporting to the college's Chief Student Services Officer)



The college seeks the next Dean of Student Services who will engage in their “Students First!” focus. The Dean of Student Services is responsible for providing leadership, vision and strategic direction for all phases of student services operations and staff, including student success, enrollment management, academic advising, admissions, financial aid, records and registration, new student orientation, retention activities, student life, testing, disability services, judicial, and the Educational Talent Search pre-collegiate program.

Anne Arundel Community College (AACC), is a fully accredited, nationally recognized public two-year institution in Maryland with a “Students First!” focus. Located just outside historic Annapolis near the scenic Chesapeake Bay, AACC offers easy access to Baltimore and Washington, D.C. The 230-acre Arnold campus is augmented by facilities at two other sites. Anne Arundel Community College enrolled 56,640 unduplicated credit and noncredit students in 2,760 courses in fiscal year 2008. The annual operating budget exceeds \$100 million.

The college’s award-winning programs, strong partnerships, outstanding faculty and staff and extensive community outreach contributed to their selection to a seat on the board of the League for Innovation in the Community College. In 2008, the League of Innovation awarded AACC with the Innovation of the Year Award for its “Parenting the Middle School Child” course. The college has garnered other recognitions as well. AACC’s innovative programs received the National Council for Continuing Education and Training’s Exemplary Program in Workforce Development Award, the only community college in the country to have won this award four times. In addition, the college was named a Carnegie Foundation Institution for Curricular Engagement and Outreach Partnerships for its practices of community engagement. For further information, visit the college’s web site at www.aacc.edu

Reporting to the Vice President for Learner Support Services (the chief student services officer of the College), the Dean is responsible for Supervising and evaluating senior staff and overseeing the operations of student services, including student success, enrollment management, academic advising, admissions, financial aid, records and registration, new student orientation, retention activities, student life, testing, disability services, judicial and the Educational Talent Search pre-collegiate program.

The Dean of Student Services also works closely with academic chairs to develop and implement a comprehensive, integrated enrollment system; develops learner-centered college wide policies, programs and services that promote access and student success; provides leadership in developing and monitoring a comprehensive recruitment plan with marketing strategies; and works collaboratively with public relations and marketing related to student recruitment and enrollment.

In addition, the Dean provides effective fiscal management by developing and monitoring budgets for Student Services units, in conjunction with senior directors of each unit; develops and monitors long range plans for recruitment and retention to meet annual goals; reviews and revises all student publications and schedules; develops a schedule for correspondence; provides student services departmental leadership in and monitors the Student Information System; creates goals and objectives in support of enrollment and incorporates them into the system; and identifies barriers to retention of students and develops strategies to ensure success.

Required Qualifications and Characteristics:

- Master's degree;
- Significant amount of progressive responsibility in student and enrollment services management in higher education administration. Seven to ten years is preferred, but not required;
- Demonstrated experience in college-wide strategic enrollment planning and marketing;
- Understanding of and commitment to the community college mission;
- Proven supervisory experience, including the ability to motivate staff;
- Ability to interact successfully and tactfully with faculty, staff, students and the public;
- Strong commitment to formulating and managing high quality teams;
- Must possess current knowledge of technology and issues related to enrollment services;
- Knowledge of current student affairs theories and best practices;
- Community college experience highly desirable.

The position is open until filled; however, for full consideration, please submit materials by ***Monday, June 29, 2009***. All applications will be considered confidential and references will not be contacted without the expressed permission of the candidates.

Please submit a resume, letter of interest addressing the required qualifications and characteristics for the position and at least three professional references to:

**Anne Arundel Community College
Human Resources, ADMIN 104
101 College Parkway
Arnold, MD 21012.
humanresources@aacc.edu**

Inquiries and nominations should be directed to our search consultant: Angela Provart, President, Pauly Group, Inc., 2921 Greenbriar Drive, Suite D, Springfield, Illinois 62704. Telephone: 217-241-5400; E-Mail: aprovart@paulygroup.com; Fax: 217-241-5401.

*AACC is an equal opportunity employer that values the power of diversity
and the strength it brings to the workplace.*

Applicant Recruiting Conducted by Pauly Group, Inc.

