

**Senior Enrollment Services Supervisor  
Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=237423>

Downloaded On: Jul. 3, 2024 1:47am

Posted Jun. 12, 2024, set to expire Jun. 1, 2025

**Job Title** Senior Enrollment Services Supervisor  
**Department** Enrollment Services  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Jun. 12, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Academic Unit

**Apply Online Here** <https://apptrkr.com/5323105>

**Apply By Email**

**Job Description**

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**Senior Enrollment Services Supervisor**

HR EMPLOYMENT/CAREERS

**Initial Closing Date: 06/26/24\***

\*Any complete applications received after the initial closing date will only be forwarded to the hiring committee at their request.

**Starting Salary:** \$8,039.31 (per month) plus excellent benefits; **Salary Grade:**C4-61

**Full Salary Range:**

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\$8,039.31 - \$10,751.35 (per month)

**The Foothill-De Anza Community College District is currently accepting applications for the classified Supervisor position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**ABOUT THE DISTRICT**

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**Foothill College Mission Statement:**

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Embracing inclusivity and building strong communities, Foothill College serves diverse learners and equips its students with critical thinking skills to address complex societal challenges, to thrive in the global workforce, and to engage in a life of inquiry.

### **DEFINITION:**

Under the direction of the Dean of Enrollment Services, this position involves the planning, organizing and coordinating, and day-to-day activities of the Admissions and Records office; train, supervise, and evaluate the performance of assigned personnel. Daily involvement with Student Success and Support Program (3SP) implementation and coordination in regards to policies and procedures, and data collection at the college and District level.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

1. Depending upon assignment, duties may include, but are not limited to, the following:
2. Plan, organize, and coordinate workflow of the Admissions and Records office; schedule and assign work; establish priorities and adjust assignments to assure timely completion.
3. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
4. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
5. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
6. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
7. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
8. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
9. Develop, implement, and maintains a strategic plan for enrollment services with a commitment to student success, increasing enrollment, and supporting diversity.
10. Provide technical direction and information on issues pertaining to the interpretation of admissions and records guidelines and policies; research, interpret and clarify admissions and records policies as requested.
11. Provide information to faculty and other staff regarding procedures for recording and reporting attendance and grades; provide information and guidance to staff regarding interpretation and enforcement of guidelines, policies, and legal requirements.

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12. Communicate statutes, district and college policies to division deans, instructors, staff and students and determine appropriateness of enrollment policy exceptions.
13. Plan, develop, coordinate and oversee the registration of students as assigned; interview, hire and assign temporary registration personnel; organize procedures, materials, equipment and traffic flow for registration.
14. Coordinate requests for computer system access of student records; assign and enter screens, individual operator numbers and passwords for computer system access; review and maintain access list.
15. Oversee the preparation and distribution of a variety of reports and records.
16. Maintain, plan and oversee Banner Student Information System.
17. Act as Registrar in absence of Dean of Enrollment.
18. Attend and conduct a variety of meetings to receive and provide information.
19. Perform related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Regulations, policies, Educational Code and other requirements related to admissions and registration.
2. Specialized functions, activities and operations of an assigned student services area.
3. Principles of training and providing work direction.
4. Oral and written communication skills.
5. Correct English usage, grammar, spelling, punctuation, and vocabulary.
6. Record-keeping techniques.
7. Interpersonal skills using tact, patience, and courtesy.
8. Operation of a computer and other office equipment.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, organize and coordinate the day-to-day activities of a college admissions and records office.
3. Provide specialized assistance and information to students and others concerning student services areas.

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4. Interpret, apply and explain Admissions and Records rules, regulations, policies, and procedures, state and federal regulations.
5. Train, supervise and evaluate personnel.
6. Meet schedules and time lines.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Maintain records and prepare reports.
10. Establish and revise priorities of clerical work and office activities.
11. Work independently with little direction.
12. Work confidentially with discretion.
13. Operate a computer and assigned office equipment.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an associate's degree in business or related field **AND** three (3) years responsible experience working in an Admissions Office.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.
2. Constant interruptions.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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## APPLICATION PACKET

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept additional, non-required materials, such as reference letters.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>. We cannot guarantee a response to application questions within 48 hours of the closing date.**

## CONDITIONS OF EMPLOYMENT

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Teamsters Local 287 Union. The current union agreement can be found online at: [https://hr.fhda.edu/downloads/Teamster%20Agreement\\_2018-2021\\_FINAL\\_REV%2010-10-2019.pdf](https://hr.fhda.edu/downloads/Teamster%20Agreement_2018-2021_FINAL_REV%2010-10-2019.pdf).

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

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The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1672?c=fhda>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Enrollment Services

Foothill-De Anza Community College District

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