

Dean of Enrollment Management

Do you find small town life with easy access to several metropolitan areas appealing? If so, this may be the job for you. Labette Community College seeks a Dean of Enrollment Management who will be responsible for the general management and administration of the Offices of Financial Aid, Registration and supervision of its associated staff. The Dean of Enrollment Management works closely with the Business Office and the LCC Foundation in processing and disbursing financial aid. Direct provision of financial aid services to students on a daily basis is an integral part of this position. The Dean is also responsible for the development, implementation, safeguarding and management of the registration and transcription processes. The Dean collaborates with the Admissions Director on processes integral to both departments.

Required knowledge, skills, and personal qualifications include a broad federal and state financial aid programs and regulations, federal work-study regulations, federal laws and regulations affecting student records, academic policies and academic standards common to a traditional higher educational institution, verbal and written communication skills, along with experience in financial aid and web software, three years’ experience at the college level, including experience in Student Affairs, and three years of administrative experience. A minimum of a Master’s degree with course work in communication or leadership also required.

The salary range is $60,000-$68,000 with a full package of benefits that include KPERS retirement, paid vacation, sick leave, holidays, free LCC tuition, and health/dental/vision and life insurances.

Initial review of applications will begin February 21 with an anticipated start date of July 1. Send an LCC application found at [job openings](http://www.labette.edu/hr/jobs/index.html), letter of interest, resume and unofficial transcript to Director of Human Resources, Labette Community College, 200 S. 14th, Parsons, KS 67357, fax 620-421-0180, or email hr@labette.edu.

***Labette Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified handicapped in its education programs, activities, recruitment, admissions, or employment as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Director Human Resources, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1234, e-mail hr@labette.edu***