

## **Dean of Enrollment and Retention - Administrative Staff**

### **Associate Dean of Enrollment and Retention**

The Associate Dean of Enrollment and Retention provides leadership, assists with strategic planning, and oversight of enrollment, retention, and success. The Associate Dean is directly responsible for the administration of student advising services and academic support services. Additional responsibilities include assisting the Dean in meeting student engagement goals and developing and implementing career service goals. The Associate Dean works collaboratively with the Dean to ensure high quality of services are provided to students at every point in their academic career.

### **Director of Enrollment Services and Registrar**

The Director of Enrollment Services and Registrar is responsible for the implementation of admissions policies, maintenance and integrity of student and alumni academic records, supervision of staff in the Admissions and Records Offices and enforcement of institutional compliance with FERPA laws and regulations with respect to Admissions and Records. The Director is responsible for the establishment of procedures for the equitable and consistent administration of College academic policies and procedures as they relate to admission, registration and student record processes. The Director coordinates recruitment and outreach services for the college to traditional and nontraditional prospective students, including development and implementation of initiatives to recruit high school students as well as adult learners, the recruitment and matriculation of Dual Enrollment students, and for management of funding and grants supporting Dual Enrollment. Additional responsibilities include the development and implementation of the College's orientation program and supervision of the Cardinal Ambassador program.

### **Director of Advising Center**

The Director of Advising provides supervision and leadership to the Advising Center staff and related functions. The Director coordinates advisement services for students, develops and conducts faculty and staff training related to advisement, provides oversight and coordination of student engagement activities for the college, and serves as chief student discipline officer.

### **Director of Economic Development – Cherokee Campus Director**

The Director of Economic Development - Cherokee Campus Director is directly accountable for daily operations related to all academic and student support services. The Director is responsible for providing leadership for personnel; serving as a liaison between students and the College; ensuring a seamless integration of academic and student support services with the entire College community; and economic and workforce development initiatives for Gadsden State Community College-Cherokee.

SECTION: Administrative Position Descriptions  
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### **Director of Financial Aid, TRA, WIOA, VA**

The Director of Financial Aid, TRA, WIOA, and VA coordinates the administration, processing, awarding and reporting requirements of Title IV Financial Aid programs and agency sponsored programs. The programs are: Federal Work Study (FWS), Federal Supplemental Education Opportunity Grant (FSEOG), Leveraging Educational Assistance Partnership (LEAP), Federal Pell Grant, Workforce Investment Act, Alabama National Guard Educational Assistance, Trade Readjustment Allowance, U.S. Department of Veterans Affairs Educational Assistance, Alabama Department of Veterans Affairs Educational Assistance, and institutional and endowed scholarships.

### **Director of Student Services/Campus Director, Ayers Campus**

The Director of Student Services plans, coordinates, and supervises student services, student activities, and disability services on the Ayers Campus. The Director serves as advisor or co-advisor to the Student Government Association, and as ex-officio sponsor for all student organizations that are not related to academic divisions. The Director is responsible for the day-to-day support of Ayers' Campus student and instructional services and coordinates the various College functions on the Ayers Campus in consultation with the Deans who are directly responsible for the Campus's major functional areas.

### **GED Chief Examiner**

The GED Chief Examiner manages and supervises the overall quality of the GED Testing Program; ensures access for all qualified candidates and the integrity of the GED tests; signs and submits an annual Test Security Memorandum to comply with all GEDTS policies as specified in the GEDTS Examiners Manual; complies with the contractual obligation to uphold the policies of the GEDTS Examiners Manual and ensures that staff members comply with all policies; responds to the needs of the community and complies with all applicable legal requirements; coordinates GED testing schedule for official test sites at the Gadsden Campus, the Anniston Campuses and the St. Clair Correctional Facility.

### **Director of Student Life**

The Director of Student Life will provide academic advisement focused on At-Risk and Early Alert students and provide administrative guidance and leadership to present a systematic program of activities, experiences, and events that promote student engagement for both residential and commuter students. The Director is responsible for administrative guidance of a 110 bed residence hall, will manage administrative and operational functions; impose residence hall policies; select, make recommendations to hire, train, and evaluate Residential Life staff; lead and supervise residents; and provide disciplinary counseling for residence hall students.

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## Director of Cardinal Tutoring Center

The Director of Cardinal Tutoring Center will provide support and guidance for the Cardinal Tutoring Center, and will be dedicated to creating a learning environment that enhances the success of students by providing quality tutoring services for all students; will provide information to students concerning academic, technical, and terminal programs of the college; and assist students to access services provided by the Cardinal Tutoring Center.