Associate Vice President for Enrollment Management

The Associate Vice President serves as a member of the President's Cabinet. He/she incorporates innovative practices into plans and strategies and collaborates with other University executives, and outside organizations as needed, to develop appropriate policy and acquire resources. He/she is a dynamic leader of an executive team responsible for personnel, budget, operations, and communications related to enrollment functions.

The Associate Vice President for Enrollment Management (AVPEM) will serve as the lead administrator responsible for implementing the University vision in the area of enrollment management by achieving the strategic enrollment goals and ensuring an excellent academic and student experience. This leader will provide leadership and direction for all enrollment management initiatives for the university and will be responsible for designing, developing, planning, and implementing effective procedures and policies for all areas of responsibility. In collaboration with the academic and administrative departments the AVPEM will develop strategies for a successful agenda of recruitment, retention, and promotion of the University's image to the public.

Reporting to the President, the Associate Vice President will provide strategic leadership and operational management to develop and implement a comprehensive enrollment management program that focuses on sustained, positive results in recruiting, enrolling, retaining, and graduating an academically prepared student body. The Associate Vice President oversees the following offices: Undergraduate and Graduate Admissions and Recruitment, Registrar, Special Academic Sessions, Learning Resources, Testing and Scholarships. The portfolio also includes pre-college programs, community college articulation and transfer programs, and freshman and sophomore year initiatives.

The Associate Vice President's portfolio will also include, but is not limited to, the following:
- Provide leadership to achieve strategic plan objectives related to enrollment management and student success.
- Collaborate with College academic and administrative personnel on the development of enrollment goals, targets, and metrics for target populations; monitor, assess, and report progress to accomplish goals.
- Collaborate with University, community colleges, and external organizations to develop and implement programs and services that result in improved student success.
- Foster a culture of continuous assessment to improve effectiveness and services to students and to link assessment results to budget planning and resource allocation.
- Collaborate with the Offices of Information Technology, Institutional Research, Research and Sponsored Programs, and Assessment and Accreditation to develop a data system and analytical tools to support strategic enrollment management.
- Work closely with Institutional Advancement and Media Relations to develop communication and marketing strategies that contribute to successful recruiting and retention programs.
- Achieve high levels of staff performance through effective recruitment, onboarding, and performance management.
- Serve on University, College, and community committees and task forces.
MINIMUM QUALIFICATIONS
Minimum of a Master's degree required, a terminal degree preferred.
Eight years’ related experience.

Open Until Filled

Salary: Commensurate with Education and Experience