

Vice President for Enrollment Management & Student Services

JOB DESCRIPTION

The VP for Enrollment Management & Student Services is a full-time position that reports to the President and is responsible for the overall supervision of enrollment services and student services. The Vice President works collaboratively at the strategic level with the senior administration while providing vision, leadership, effective planning, program development, and budget oversight and is accountable for all student recruitment and all aspects of student co-curricular and extracurricular activities including student character development. The Vice President will lead and inspire a motivated team of individuals in the offices of admissions, financial aid, marketing, and public relations. The Vice President will make a difference in the College's future through leadership, increasing enrollment and working closely with faculty and staff.

ESSENTIAL RESPONSIBILITIES:

- Serve as chief consultant to the President on admissions, financial aid, marketing, public relations and student services.
- Work with campus constituencies on a process of strategic visioning resulting in a widely-embraced plan for the College's future for growth in student enrollment and student services; and provide leadership for the execution of the plan.
- Submit recommendations to the President for the appointment, promotion, or dismissal of enrollment management and student services staff.

Enrollment Management:

- Present enrollment goals and information to the President and the President's Cabinet.
- Design and implement a College Marketing and Recruitment Plan and develop a comprehensive follow-up system to ensure quality assistance to students moving through the College's admission process. Ensure the availability of recruiting materials.
- Utilize current admissions, financial aid, marketing, and retention data and trends to guide enrollment planning.
- Oversee the development, implementation and maintenance of comprehensive financial aid services for students on the federal, state, institutional and private levels.
- Administer the day-to-day activities of the College's marketing, recruitment, and admissions functions.
- Advise the President and Vice Presidents in matters related to public relations, image and enrollment trends. Develop the College's image and recruitment management plan and collaborate with other College Departments to assure that the College's image is appropriately represented in marketing materials.
- Provide leadership and direction to the enrollment management staff to carry out the strategic plan for enrollment growth and College awareness in the region.
- Maintain a high profile within the community, including public and private schools and area colleges and universities.

Student Services:

- Establish, interpret and enforce student policies regarding discipline.
- Serve as student liaison to faculty and administration.
- Coordinate and oversee the activities as sponsored by student services.
- Conduct studies for current and future improvements to student life activities.
- Coordinate student participation in commencement activities.
- Oversee the planning and production of the Student Handbook.

- Collaborate with the Vice President for Academic Affairs to coordinate and direct retention efforts.

ESSENTIAL QUALIFICATIONS:

An earned doctorate is desirable, with a master's degree being required. Minimum of 5 years of experience in higher education administration is necessary. Extensive experience and knowledge in administration and supervision of enrollment management and student affairs departments in higher education is preferred. Interest and ability to lead, supervise and manage staff, with demonstrated leadership and managerial skills. Familiarity of recruitment and retention strategies, and current student cultures. Ability to address and understand the changing economy and demographics of the region. Highly desired experience in achieving a strong focus on successful partnerships with faculty, alumni, trustees, parents and students. Strong understanding of student development issues. Demonstrated ability and experience working closing with an academic program to advance the mission of the institution. Ability to exercise a collaborative style of management. Strong team building skills and the ability to work effectively and collegially with others. Highly developed skills in written and oral communication, human relations, and creative problem solving.

SALARY

Negotiable

APPOINTMENT

As soon as possible

CURRICULUM VITAE (CV)

Send letter of interest, CV, copies of transcripts, salary history, and three recent letters of reference with contact information as soon as possible.

FOR MORE INFORMATION

www.villa.edu/employment

Apply to:

Jo-Ann Formoso
HR Department
Villa Maria College of Buffalo
240 Pine Ridge Road
Buffalo, NY 14225
HRDept.@villa.edu

EOE/AA