POSITION DESCRIPTION

POSITION: Associate Vice President for Enrollment Management

REPORTS TO: President

GRADE: BOG 18

BASIC FUNCTION:
Reporting directly to the President, this newly-created position will develop, coordinate, and execute enrollment management strategies to attract and enroll students. The Associate Vice President will have responsibility for managing the Enrollment Office and overseeing the offices of Admission, Financial Aid, and Records. This is a key leadership role within the college’s new administration. The Associate Vice President will be expected to be an active member of the team for recruitment. As a member of the President’s Council, you will work in coordination with the Associate Vice President for Student Services, as well as the Assistant to the President/Director of Marketing & Communications.

ESSENTIAL DUTIES & RESPONSIBILITIES:
• Develop, coordinate, and execute enrollment management strategies to attract and enroll students.
• Manage the Office of Enrollment Services and oversee the offices of Admission, Financial Aid, and Records.
• Direct enrollment and marketing strategies; implement a data-driven market sensitive, goal-oriented strategic enrollment plan; oversee offices and programs to recruit undergraduate students; and develop and direct strategies to enhance the image and reputation of the college.
• Develop, manage and evaluate strategic plan and annual update consistent with the mission of Enrollment Services to support the college’s goals of student quality and diversity.
• Manage and resolve conflict, build consensus and collaborative relationships with other institutional departments to develop a student-centered support process. Focus institutional efforts to create a student centered approach to enrollment.
• Consult and collaborate with Office of Enrollment Services professionals, deans, and chairs in the development of departmental goals as related to recruiting strategies and enrollment quotas. Formulate long- and short-range plans to meet institutional enrollment goals.
• Oversee the management of registration, the course bulletin, maintenance and integrity of student academic records and grade reports; class scheduling, room assignments, and transfer credit evaluation, collection and assembly of data for submission to external accrediting bodies and the governing board, and oversight of commencement activities.
• Assume a leadership role in the design and implementation of new initiatives to improve recruitment, retention, and the financial aid process.
• Ensure compliance with college, State, Federal, and other outside agency rules and regulations and develop policies and guidelines.
• Coordinate Office of Enrollment Services’ Frequently Asked Questions web page and departmental policy and procedure manuals.
• Conduct periodic assessment to measure student satisfaction and response for services provided by Enrollment Services.
• Other related duties as required.
LICENSES, TOOLS AND EQUIPMENT:
Must be capable of using standard office technology equipment and systems. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:
- Doctoral degree preferred from a regionally accredited institution in a relevant field, or a minimum of a Master’s degree in a relevant field.
- Eight to 10 years of progressively successful experience in enrollment management, with increasing responsibilities and record of success in strengthening enrollment.
- A minimum of five years experience as a director or higher level position.
- A track record of proven success will be expected.
- Must demonstrate a participatory leadership style and effectiveness as a team player.
- Must demonstrate previous success as a change agent and creative problem solver.
- Strong strategic enrollment planning skills required.
- Must possess strong communication skills and be an analytical and strategic thinker, effective communicator, team player, and an experienced data driven, market sensitive, goal-oriented strategic planner.
- Must possess a strong commitment to the advancement of student and staff diversity, staff professional development and training; an active knowledge of marketing services and research, prospect management, electronic marketing, promotion, events, and the evaluation/tracking of outcomes necessary for this division.
- Ability to lead and motivate staff.
- Must possess a strong sense of integrity and tolerance for differing points of view.
- Excellent oral and written communication skills.
- Experience serving a diverse student population, preferably in a multi-campus, unionized college, and a passion for community colleges.
- Experience with the implementation and use of an ERP system in higher education required (Sungard Higher Education’s student component of the Banner system preferred).

CCRI is an Equal Opportunity / Diversity Employer.
Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.
All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.