

**Position Title:**

Associate Vice President for Student Affairs and Enrollment Management

**Responsibilities:**

The Associate Vice President for Student Affairs and Enrollment Management provides leadership and direction for all Student Affairs programs and departments and is responsible for a broad array of services that support the academic, social, and developmental lives of all students. The Associate Vice President works in partnership with all units of the University, particularly Academic Affairs, to support student learning outcomes and student success, as measured by student outcome data, retention rates, and graduation rates.

The Associate Vice President works closely with the Provost and the Associate Vice President for Academic Affairs to develop and implement enrollment strategies driven by institutional priorities and provides leadership in fulfilling the University's recruitment, retention, and diversity goals. The Associate Vice President chairs the University's Enrollment Management Leadership Team and works with faculty and staff throughout campus and across divisions to develop short- and long-term enrollment management plans, establish objectives and develop strategies in support of those plans, facilitate implementation of enrollment management strategies, and monitor progress toward enrollment management goals. The position requires a commitment to collaboration and shared governance and the ability to facilitate institutional change within a collective bargaining.

The Associate Vice President is a member of the President's Cabinet and the Council of Deans, and leads the Student Affairs Council. The Associate Vice President develops policy and practice on institutional issues, represents the University in MnSCU decision-making, represents the University with other external agencies and bodies, serves as a University officer/representative on public occasions, and serves as the primary liaison to the Minnesota State University Student Association.

**Minimum Qualifications:**

**Education:** Earned terminal degree in higher education administration, student development, or related area.

**Experience: # of years:** Eight (8) or more years.

**Other Considerations:**

A. Knowledge, skills and abilities required to perform duties and responsibilities:

- Significant experience and demonstrated success as a student affairs administrator.
- Demonstrated ability to develop long-range enrollment management plans based on institutional and external data, institutional and academic priorities, and diversity and retention goals.
- Experience with state-of-the art approaches to enrollment management and a demonstrated ability to recruit and retain diverse populations of students, including on-line, off-campus, non-traditional, and under-represented students.
- Knowledge of the principles and practices of student development and theory.
- Ability to develop and administer complex budgets and manage facilities.

- Demonstrated knowledge of programs and services that support student success.
- Ability to lead and implement comprehensive human resources management for Students Affairs staff, including recruitment of staff, supervision and employee development, disciplinary and termination actions, and collective bargaining contract administration.
- Excellent oral and written communication skills.
- Ability to effectively serve as representative of the University to external constituents.
- A commitment to fostering a diverse learning and working environment.