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|-------------------|---|--------------------|------------|
| <b>Job Title</b>  | Associate Vice President, Enrollment Services | <b>Job Code</b>    | ES0111     |
| <b>Pay Plan</b>   | A&P   | <b>Pay Grade</b>   | 24         |
| <b>Union</b>      | Non-Union                                     | <b>FLSA Status</b> | Exempt     |
| <b>Job Family</b> | Enrollment Services                           | <b>Union Code</b>  | 0          |
|                   |   | <b>Subfamily</b>   | Admissions |

**Job Family & Subfamily Summary**

**Enrollment Services Professionals** participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

**Admissions Professionals** recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

**Job Summary**

Develops, plans and provides leadership for Undergraduate Admissions, Student Financial Assistance and Student Outreach Services managing budgets totaling more than \$42M in operating, \$475M in student aid. Key contributor to the development, management, and oversight of the university's enrollment plan; responsible for meeting new undergraduate enrollment goals. Manages and supports a large diverse enrollment services team. Provides general counsel and support to Vice President for SDES.

**Representative Duties**

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- Builds and maintains strategic relationships with key campus and community stakeholders, including students, alumni, parents and university administrators
- Develops and provides oversight for a \$500M+ budget for 3 essential campus units
- Participates in university committees and working groups to advance the policies that support student enrollment and student success
- Provides expertise related to national enrollment management and financial aid trends, regulations and best Practices
- Utilizes national demographic data trends and analyses; leverages student aid and technology to accomplish desired enrollment outcomes
- Utilizes enrollment management research to inform data driven decisions to support overall mission of the university
- Ensures that data integrity is maintained in the conception, development and preparation of reports, state and federal audits and recruitment/marketing publications
- Uses data analysis and support from Institutional Knowledge Management to appropriately inform university leadership and the public at large about enrollment and enrollment trend data and information
- Manage and oversee the development of policies that assist the university in remaining compliant with state and federal regulations
- Represents the university at local, state and national activities, events and conferences where applicable
- Maintains an awareness of current university activities, as well as pending action by state and federal agencies
- Participates in media activities and interviews representing the university on key enrollment management issues

| <b>Education, Experience, Skill Requirements</b>   |                 |                  |
|--|-----------------|------------------|
|  | <b>Required</b> | <b>Preferred</b> |
| <b>Education Level</b>   | Master's        | Doctoral         |
| <b>Certification(s)</b>  |                 |                  |
| <b>Licensure(s)</b>  |                 |                  |
| <b>Work Experience</b>   |                 |                  |
| 10+ years of relevant work experience<br>5+ years of leadership experience<br>OR<br>7+ years of relevant work experience<br>5+ years of leadership experience with a Doctoral Degree |                 |                  |
| <b>Additional Requirements</b>   |                 |                  |
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| <b>Physical/Environmental Demands</b>                       |
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| Standard office environment with no unique physical demands |

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**