

Vice President for Enrollment and Student Services

Position Overview

- As the senior student affairs officer at Barber-Scotia College, the Vice President for Enrollment and Student Services (VPES) defines and promotes a culture of well-being, a sense of belonging, and intellectual growth beyond the classroom. The VPES reports to the President. The VPES oversees the budget for the division of enrollment and student services.

Essential duties include but are not limited to:

- Implement strategic priorities across the division of enrollment and student services
- Enhance the student experience through co-curricular and out-of-classroom experiences.
- Support Title IX and non-discrimination efforts in collaboration with the Dean of Students (Title IX Coordinator) and other campus partners
- Provide leadership and mentoring to direct reports and others in the enrollment and student services division.
- Demonstrate commitment to collaboration between the division of enrollment and student services, division of academic affairs, and office of institutional effectiveness to develop best practices for the college based on data.
- Ensure assessment is being conducted by all units in the division with an annual plan and report.
- Ensures divisional support of the college's institutional mission by reviewing and approving unit plans, goals, and objectives toward expected outcomes and evaluating progress toward accomplishments.
- Design and implement a multi-channel student recruitment strategy that leverages historical data and market analysis to drive results.
- Report to cabinet, board, and other audiences about recruitment and enrollment plans and results.
- Hire, onboard, train, and manage a multi-layer enrollment and student services team (i.e. AVP of Recruitment, Dean of Students, Career Services, Religious and Spiritual Life, Athletics and Recreational Sports, and Student Activities and Leadership)
- Perform other duties as assigned.

Minimum Requirements

- Master's degree from an accredited institution, terminal degree preferred.
- Minimum of 7-10 years in enrollment and/or student services.
- Minimum 3 years of supervisory experience.
- Strong professional background in enrollment management and student services.
- Senior-level management experience in higher education, including responsibility for personnel and budgets.
- A working knowledge of the various units under the purview of the vice president.
- Experience and/or knowledge of a small, private, Christian college, with preferred experience with historically Black colleges and universities (HBCUS).
- Crisis management capabilities.
- Written and oral communication skills.