



**College of Saint Elizabeth
Vice President for Enrollment Management Search**

The College of Saint Elizabeth seeks a Vice President for Enrollment Management who will help lead the College to the next level of its transformative strategic plan. The Vice President will have the opportunity to work with Dr. Helen J. Streubert, President of College of Saint Elizabeth, who has steered the institution through a significant turnaround including the move to co-educational, critical program expansion and recent significant campus renovations. The College of Saint Elizabeth is dedicated to academic excellence and the development of strong leadership in service to others. The Vice President will work closely with the President and her leadership team to embark on the next stage of the strategic planning process and continue building a comprehensive roadmap for the future.

The Opportunity

The Vice President for Enrollment Management will provide entrepreneurial vision and leadership in the development and implementation of strategic enrollment goals and measurable objectives and strategies for the traditional undergraduate, continuing studies and graduate programs.

The Vice President will manage recruitment, admissions and enrollment planning, as well as focus on growing enrollment, meeting net tuition revenue objectives and enhancing the College's market position.

The Vice President for Enrollment Management reports to the President. Also reporting to the President are the: Vice President for Academic Affairs, Vice President for Finance & Administration, Vice President for Institutional Advancement and Vice President for Student Life.

The Vice President for Enrollment Management oversees the Director of Undergraduate Admission, Director of Graduate and Continuing Student Enrollment, Director of Financial Aid and Assistant Director of Undergraduate Admissions – International. In addition, the position works in close partnership with Academic Affairs and Student Life to support recruitment and student retention goals.

The Enrollment Management Division has a total budget of \$12.4 most of which supports scholarships. There are 18 employees included in the Division.

Desired Qualifications, Experience and Personal Qualities

The successful candidate will have the knowledge of best practices in enrollment management and a record of success increasing enrollment as well as net tuition revenue. Experience in the areas of enrollment planning, admission and financial aid is expected, as is knowledge of higher education marketing and market trends.

The College of Saint Elizabeth seeks candidates with the following additional knowledge, skills and characteristics:

- Seven to ten years of demonstrated progressive leadership experience in higher education enrollment management;
- Appropriate academic credentials, including a minimum of a master's degree;
- Leadership style that is collaborative and effective in achieving institutional priorities;
- Awareness of current and impending market and societal trends affecting undergraduate and graduate recruitment and enrollment, both domestic and international;
- Awareness of best practices in enrollment management and how to creatively adapt them to CSE's environment;
- Strong vision leading to development and execution of innovative recruitment and student retention approaches;
- Proven experience in optimizing institutional, state and federal financial aid resources to achieve enrollment goals;
- Knowledge of NCAA Division III athletics;
- Knowledge of regional demographics and understanding of student trends regarding educational interests and needs;
- Track record of exceeding academic and enrollment goals;
- Success in financial aid modeling strategies;
- Skill in engaging people across campus to assist in enrollment efforts;
- Strong work ethic along with involvement in life of the College;
- Proven record of fiscal management.

Complete details about the College of Saint Elizabeth and this opportunity can be found at: www.academic-search.com, by clicking on the "Current Searches" tab at the top.

Application Process

The Search Committee invites applications, nominations, and expressions of interest. The search is being assisted by Academic Search (<https://academic-search.com>). Confidential conversations about nominations or candidacy can be held with Senior Consultant Shirley Robinson Pippins srp@academic-search.com. Application materials should include a letter of interest, a Curriculum Vitae, and names and full contact information for five professional references. Calls to these references will occur only later in the search process and only with prior permission from candidates. All submissions will be treated in confidence and must be sent electronically (MS Word or pdf format) to VPEMCSE@academic-search.com. The anticipated appointment date is August 1, 2019. To ensure full consideration, please submit application by April 22, 2019.