



WEST VIRGINIA STATE
UNIVERSITY



Vice President for Enrollment Management and Student Affairs

West Virginia State University

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 24 undergraduate, 7 graduate, and 7 fully online degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Vice President for Enrollment Management and Student Affairs reports to the President, is a member of the President's Executive Cabinet and serves as the chief enrollment and student life officer with the principal responsibility for developing a comprehensive enrollment management strategy that fosters an integrative recruitment, admissions and retention effort consistent with the university's strategic goals and direction. This position has leadership and managerial oversight responsibility for Enrollment Management functions, including the Offices of Admissions, Financial Aid and Scholarships, Transfer Articulation and Student Affairs functions, including New Student Orientation, Student Life and Engagement, Career Services, Counseling Services, Health Clinic, Student Conduct/Judicial Affairs, Housing and Residence Life, Student Leadership and Character Development, Greek Life, University Union, Veterans Support Services, and Student Government Association advisement.

This is an at-will, essential, FLSA exempt, full-time, benefits eligible position.

The Vice President for Enrollment Management and Student Affairs position requires a strong leader who can develop and maintain continuous interaction and collaboration with Academic Affairs, including the Office of the Provost and also with the Deans Council. The ideal candidate is also expected to develop and enhance valuable partnerships with external constituents that help drive enrollment growth. The Vice President for Enrollment Management and Student Affairs must ensure the appropriate dissemination and adherence to state and federal regulations, university and West Virginia Higher Education Policy Commission, and other matters pertaining to the assurance of program compliance and success.

Responsibilities for the Vice President for Enrollment Management and Student Affairs

The Vice President for Enrollment Management and Student Affairs reports to the President and is a key thought leader, strategic planner and partner, and member of the President's Executive Cabinet. This position provides leadership, direction, and coordination of all aspects of enrollment management and student affairs. The incumbent must be data-driven with a strong emphasis on increasing student enrollment growth, enhancing student engagement, and maximizing the quality of the student experience. This position is responsible for the supervision and leadership of Enrollment Management functions, including Undergraduate Admissions, Financial Aid and Scholarships as well as Student Affairs including Student Life and Engagement, Career Services, Housing and Residence Life, Counseling Services, Office of Student Advocacy, Health Clinic, and advisement of the Student Government Association. The incumbent is responsible for reviewing and submitting to the President policies, procedures, and guidelines that are consistent with strategic initiatives. The Vice President serves as the university's lead agent of student welfare and well-being by helping the campus community adapt to the changing needs of its students.

Minimum Qualifications

- A master's degree is required in business administration, college student affairs, or a related academic discipline
- The successful candidate will have a minimum of 7 years of demonstrated relevant experience with at least 3 years in a senior leadership role within Enrollment Management
- Visionary and innovative leadership, excellence in team building, highly developed written and oral communication skills, and the ability to form and maintain internal and external collaborative working relationships
- Ability to establish key strategic goals and action plans
- Extensive capabilities in using quantitative and qualitative data to drive effective marketing, recruitment, admission, and student retention programs
- Demonstrated ability to manage operational aspects of the enrollment management function, including effective budgeting and fiscal management, personnel and strategic planning processes, and proficient use of web-based technologies and Banner
- Relevant and significant administrative experience in higher education and a thorough knowledge of information technology that fosters the quality of student information and supports admissions, registration and records, and the administration of financial aid.
- Evidence of exceptional planning, organization, communication, team-building, and decision-making skills
- Working knowledge of FERPA, HIPPA, Title IX, Clery, and ADA
- Ability to work in a complex, fast-paced environment with multiple competing tasks and time-sensitive deadlines

Preferred Qualifications

Terminal degree preferred with at least 10 years of demonstrated experience in a senior leadership role in Enrollment Management and Student Affairs.

Salary Statement

Salary will be commensurate with experience and relocation assistance may be available

To Apply

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, copies academic transcripts, the names and email addresses and phone numbers of three professional references, and salary expectations by **June 1, 2022**.

All requested information must be submitted for your application to be considered. Please submit application materials via email, mail or in person to: **jobs@wvstateu.edu** or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting hr@wvstateu.edu or 304-766-3156.