



Position Title: **VICE PRESIDENT FOR ENROLLMENT AND STUDENT SUCCESS**

Department: Student Affairs

Reports To: Executive Vice President

**Classification/
FLSA Status:** Level I (Exempt - Executive)

Primary Function:

The Vice President for Enrollment and Student Success provides strategic leadership for enrollment, retention, student engagement, and student support functions and oversees the student lifecycle from recruitment through graduation.

Key Responsibilities:

1. Serve on the senior leadership team and provide vision, planning, assessment, policy development, and budget oversight.
2. Develop and implement a comprehensive enrollment and student success strategy.
3. Maintain a high level of awareness of trends and developments in higher education that impact our students and use enrollment, retention, financial aid, and student success data to guide decision-making.
4. Collaborate with Academic Affairs and other departments to improve recruitment, persistence, and graduation outcomes.
5. Lead enrollment forecasting, recruitment strategies, and yield management efforts.
6. Lead initiatives that improve retention, persistence, satisfaction, and graduation rates.

7. Develop or assist in the development of each reporting department's annual goals and objectives which support the college's strategic plan.
8. Oversee the assessment reporting department programs and activities for effectiveness and determine the use of the feedback for program improvement.
9. Hire, supervise, and evaluate reporting directors and staff.
10. Advise the President, Executive Vice President and other appropriate executive team members of student issues and concerns, as well provide regular department summaries of relevant activity.
11. Review admission and student affairs policies and make suggested revisions and updates when applicable.
12. Provide clear communication to students, faculty, and staff regarding the policies and procedures related to students.
13. Oversee planning and coordination of the college's orientation, Showcase Sherman, and graduation programs.
14. Provide students with a safe environment to seek counsel and act as a resource connecting students to applicable services.
15. Foster employee relationships throughout campus by offering support to faculty and staff regarding student relations and/or employee needs.
16. Prepare the department's semi-annually requested department progress reports and submit them to the senior director for institutional effectiveness and/or the Executive Vice President.
17. Demonstrate the knowledge of or capability to learn college software systems and other necessary technology programs in order to fulfill college duties.
18. Assist with the implementation and ongoing management of the campus emergency alert system.
19. Develop and/or coordinate the student affairs and academic support budgets and oversee the management of approved funds for student affairs and academic support.
20. Serve as department chair of the student affairs committee and liaison of the student conduct review board.
21. Participate in the admissions committee, scholarship committee, financial aid review committee, Administrative Council, Executive Team and accommodations committee.

22. Represent the college in College Town's chief student affairs officers committee and delegate department staff to appropriate College Town committees.
23. Coordinate the completion of the college's Drug Abuse Compliance report and maintain the document on file.
24. Recommend or assist in the development of enhanced services to students in all departments.
25. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.
26. Participate in the annual Lyceum program.
27. Assume such other duties as assigned by the chief operating officer/chief financial officer or president.
28. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position.

Basic Knowledge and Skills:

1. Master's degree in student affairs, higher education administration, social work, counseling, or other comparable degree for higher education administration required.
2. At least five years of organization and management experience as a manager or higher level administrator.
3. Computer Skills: Microsoft Word, Excel, Microsoft Outlook, and ability to learn new software and systems as needed.
4. Ability to create, assess, recommend updates, and enforce college policies and procedures in an equitable manner.
5. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations within and/or across the college.
6. Ability to deal effectively with students with various accommodations needs as related to learning, physical, and/or psychiatric disabilities.
7. Ability to build successful inter-organizational relationships, and to work collaboratively with campus groups.
8. Ability to work effectively with ethnic, cultural, and socially diverse student, employee and community populations.

9. Ability to connect how all reporting units will meet the goals of the college according to the strategic plan.
10. Ability to recruit, motivate and lead people, and get results through others.
11. Ability to organize and manage priorities including multiple staff and departments' needs, executive team projects and personal projects and collaborations.

Preferred Knowledge and Skills:

- Computer Skills: Slate and Populi
- Doctorate degree
- Chiropractic knowledge

Reporting to this Position:

- Director of Admissions
- Director of Financial Aid
- Director of Student Affairs
- Director of Academic Support

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature:

Date: