Job Title: Assistant Vice President Enrollment Management

Job ID: 19257

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College’s faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

The College of Staten Island seeks an experienced enrollment professional with a record of achievement, student-first mindset, and collaborative style to serve as the Assistant Vice President for Enrollment Management. Reporting to the Vice President for Student and Enrollment Services, the Assistant Vice President is a senior level professional who plays a critical role in coordinating, implementing and evaluating the College’s strategic recruitment, retention, and enrollment initiatives. The successful candidate will:

- Develop a comprehensive and strategically-designed enrollment plan for the next five years that reflects the College's mission, vision, physical capacity, and resources.
- Communicate the strategic enrollment plan effectively and persuasively with on- and off-campus constituencies.
- Provide campus-wide leadership in the development of a successful admission program that enrolls a talented and diverse student population including out-of-state and international students, while meeting enrollment targets.
- Collaborate with the Advisory Committee for our additional location, CSI St. George, to drive creative enrollment initiatives and strategies at that site.
- Engage in an analytical, empirical, data-driven approach to problem-solving and decision-making and facilitate a culture of evidence in enrollment management and student success in conjunction with Undergraduate Studies and Student Success, Institutional Research and other stakeholders.
- Plan and implement change management processes including workflow, systems, and training, as necessary to ensure successful business transformation.
- Provide vision and oversight for the following units: Admissions, including New Student Programs; Enrollment Management; Financial Aid; Enrollment Services Center; Adult Education and Special Sessions; and student support staff at CSI St. George.
- Develop and coordinate an integrated data and information flow model for enrollment and retention.
- Chair the College-wide Enrollment Strategies Committee.
- Monitor and evaluate the effectiveness of enrollment management policies and procedures that align with national best practices.
- Work with the Director of Communications in developing marketing strategies for the College, especially as related to student recruitment and admissions.
- Communicate effectively with internal and external constituencies, including public and private schools, college counselors, and the local community.
- Oversee special events designed to further recruiting efforts and otherwise advance the goals of the Division.

QUALIFICATIONS
This position is in CUNY’s Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years’ related experience.

Preferred qualifications:
- A terminal (Ph.D., Ed.D., or equivalent) or master’s degree from an accredited institution.
- Broad knowledge of national issues and best practices in higher education, including the scope and comprehensiveness of enrollment services.
- Experience in the analytics of enrollment management modeling, statistical reporting, and tracking.
- Demonstrated experience in developing, evaluating, and improving recruitment, enrollment, and retention strategies from a data-informed perspective.
- Experience collaborating with Academic Affairs professionals in enrollment management strategies.
- Ability to effectively handle multiple tasks in a fast-paced environment.
- Demonstrated experience working with and supporting students in a culturally diverse higher education setting.
- Superior oral and written communication skills, as well as a strong commitment to student success, quality service, inclusiveness, collaboration and ensuring the optimal student experience.

CUNY TITLE
Assistant Vice President

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

October 7, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.