

ALLEN UNIVERSITY
Columbia, South Carolina

Associate Vice President for Enrollment Management

Position Description

Reporting to the Vice President for Student Affairs, the Associate Vice President for Enrollment Management provides strategic leadership for the development and execution of recruitment and enrollment activities that achieve University enrollment goals. To facilitate this end, the AVP provides oversight and direction for the Office of Admission and the Office of Financial Aid. The AVP will provide general managerial review of all university-based scholarships. Specific duties include but are not limited to:

- Ensures Admissions and Financial Aid operations are conducted in accordance with university, state, and federal regulations, policies, and procedures
- Reviews, develops, and recommends institutional policies and procedures for Admissions and Financial Aid
- Ensures that data are collected and analyzed to inform strategy building and implementation to inform successful enrollment and retention strategies
- Collaborates with Marketing and Communication to ensure that materials and campaigns support and assist in realizing enrollment goals and strategies
- Develops and ensures the budget for the division is administered with strict fiscal discipline
- Assists in the professional development of staff as individuals and as team members
- Strategizes and works closely with other units that engage in segmented, specialty recruiting
- Participates in and where necessary provides leadership for activities and groups that ensure compliance with NCAA and SIAC rules and regulations
- Carries out other duties as assigned

Qualifications

The incumbent must be psychologically and physically present to collaborate with essential constituencies, serve on governance committees and participate in university-wide activities. Specific qualifications include:

- A master's degree in a field that informs the strategies and activities subsumed in this position
- Prior successful experience in a university setting, and specifically in an Enrollment Management related position
- Experience working with potential students, students, and parents that are specifically relevant to the populations the University's Missions anticipates
- Knowledge and capacity using integrated software systems, especially Jenzabar
- Excellent interpersonal and customer service skills
- Strong oral and written communication skills

Compensation

The salary for the position is negotiable based on the experience, credentials, and the probability of the selected applicant being successful at the University.

Application

Interested persons should send – preferably via email – a letter of interest and a current resumé to the Director of Human Resources, ddennis@allenuniversity.edu 1530 Harden Street, Columbia, SC 29204.

Note: This is an on-site position. Remote work will not be considered.