

MONROE COUNTY COMMUNITY COLLEGE
Job Description

Job Title: Vice President of Enrollment Management and Student Success
Reports To: President

Summary

Reporting to the President, this position oversees the development and application of policies and procedures that affect the student body in the areas of Enrollment Management and Student Success. The Vice President of Enrollment Management and Student Success facilitates the development and implementation of the College's strategic enrollment management plan, promotes institution-wide recruitment, retention and completion of initiatives, and collaborates with faculty, staff, administration, student organizations, and community groups to ensure all students have access to all resources.

Oversees leadership in the following areas of service: Admissions, Financial Aid, Student Life, Disability Services, Learning Assistance, Enrollment Planning, Veterans' Affairs, Registrar, Marketing and Communications, and Whitman Center.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Creates, assesses, updates, and implements a Strategic Enrollment Management Plan that is data informed and aligns with the mission and vision of the college.
- Defines enrollment management department objectives and ensures that they align with the mission and vision of MCCC.
- In collaboration with the enrollment management team, designs, executes and assesses a comprehensive annual recruitment and retention plan that includes outreach to conferences, exhibits, events, colleges and universities, diverse populations and cultural groups as well as strategic partnerships.
- Leads all recruitment, retention, and completion efforts by creating innovative enrollment strategies to sustain and grow the enrollment numbers at MCCC.
- Works with campus leaders and faculty to determine the best placement methods for students in order to ensure success in their classes.
- Develops fosters and promotes new opportunities with public and private sector entities.
- Works closely with the non-credit area of the College to convert non-credit students to credit students.
- Ensures a comprehensive student life program.
- Ensures a welcoming, accepting, and fair campus environment.
- Recommends, develops, and implements policies and procedures that promote student success.
- Handles student issues related to complaints, conduct, academic dishonesty, instructor concerns and club activities.
- Monitors academic probation and dismissal.
- Serves on President's Cabinet and Advisory Group to establish programs and policies that fulfill the mission and vision of the College. May serve in the President's stead.

- Formulates and develops student personnel policies, rights to privacy and appropriate disciplinary procedures.
- Oversees the counseling or advising of individuals and groups on matters pertaining to personal problems, educational and vocational objectives, social and recreational activities, and financial assistance.
- Develops and monitors the budget of areas of responsibility.
- Represents the College in community on matters pertaining to student programs and activities.
- Oversees the function of the marketing and communications program, managing the overall image of the College and promoting its mission and vision.
- Oversees operations at the Whitman Center.
- Promotes respect for students, faculty and staff and recognizes initiative and excellence.
- Ensures compliance with applicable Federal (e.g. Title IX), State and local laws, policies, and regulations in relation to Board and College policies, including reports as required in the areas of resource allocation and management systems.
- Oversees grants that relate to student services and activities.
- Maintains open communication with the President.
- Serves on Committees and councils as directed by the President.
- Performs other duties as assigned.

Supervisory Responsibilities

Directly supervises administrators and support staff in the Student Services and Student Success areas. Indirectly supervises support staff, faculty, and adjunct faculty members. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Master's Degree (M. A.) or equivalent required; Doctorate preferred. Minimum of eight (8) years' experience in education, higher education, school or public administration in a senior leadership role required. A combination of education and experience will be considered.

Senior level experience in enrollment management required.

Title IX Certificate or willing to obtain a certificate within one (1) year of employment required.

Experience in counseling or advising students on matters pertaining to education and career/vocational objectives preferred.

Experience conducting investigations regarding student complaints required.

Experience managing Director or above level employees required.

Experience with Ellucian/Colleague ERP preferred.

Experience in disability and learning assistance services preferred.

Experience in financial aid management preferred.

Knowledge of marketing and communications principles preferred.

Ability to travel.

Language and Inter-Personal Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Proven excellent interpersonal skills for effective regular contact with diverse internal and external stakeholders.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to travel outside of main campus.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet and Word Processing software. Working knowledge of Outlook Suite.

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment

The noise level in the work environment is usually quiet.

Signature of Employee

Date