

Local Job Description

Name: Vacant

Classification: Associate Vice President

Working Title: Associate Vice President for Enrollment Management

Job Code: PAC2

Pay Level: 10

Position Summary:

The University of Iowa invites applications and nominations for the newly-created position of Associate Vice President for Enrollment Management. This position will report directly to the Executive Vice President and Provost and work in concert with the collegiate deans and other members of the Executive Vice President's team. The successful candidate will provide critical leadership to the University's effort to recruit an academically strong and diverse student body in alignment with the University's anticipated long-term goal of enrollment growth. The associate vice president will foster partnerships across the University to position the institution for future enrollment success.

The Associate Vice President will develop a state-of-the-art enrollment program, communicate effectively with internal and external constituencies, envision and advise on enrollment goals and provide leadership for the offices of Admissions and Student Financial Aid. The incumbent will design and implement a structure that fosters increased coordination and cooperation to attract the best students from Iowa, the nation and the world.

The successful candidate will bring a desire to embrace the University of Iowa's culture and to develop collaborative relationships with both internal and external constituencies. The Associate Vice President will be able to demonstrate a high level of expertise in enrollment management, along with an ability to infuse this area with a fresh, relevant, and up-to-date perspective that reflects the latest research and thinking in the area of enrollment management and growth.

Key Areas of Responsibility:

Strategic Planning –

- Contribute to the development of a strategic enrollment management plan;
- Assume direct accountability for undergraduate enrollment goals as specified by the Executive Vice President in the strategic plan and in line with governing board directives;
- Assume accountability for achieving multi-year and annual enrollment objectives and track progress on goals.
- Provide recommendations, advice and input to the Executive Vice President, President, other top level administrators, and Board of Regents Office on enrollment management activities.

Operations Management –

- Analyze data related to strategic directions; proactively assess effectiveness of programs and offices in response to market forces and university objectives.
- Provide leadership on policies and procedures relevant to enrollment management

Financial and Human Resource Responsibility –

- Develop enrollment management budget scenarios and create systems for effective implementation and monitoring.

- Assume accountability for the finances, administrative leadership, and management of the units this position oversees, including the stewardship of people, finances, and other resources.
- Hold other leaders accountable for high performance and highly engaged culture by articulating expectations, monitoring performance and providing feedback consistently across areas of responsibility.
- Identify methods to increase revenue and reduce costs.
- Assist in negotiation of budgets, tuition and fees.

Universal Competencies:

- Collaboration and Embracing Diversity - Creates and champions initiatives that foster respectful communication, learning and a spirit of cooperation and promotes collaborative climate that recognizes, celebrates, and rewards diversity.
- Positive Impact/Achieving Results - Takes personal responsibility for the success of the group, unit, department, or organization and works to create a climate that values and rewards initiative, excellence, continual learning, and achievement of results.
- Service Excellence/Customer Focus - Builds successful track record of superior personal and organizational service delivery in diverse environments and promotes excellence achieved through reports or other media for distribution to internal and/or external constituents and the professional community.

Technical Competencies:

- Leadership - Initiates structure: clarifies roles, sets standards, holds staff accountable and promotes efficacy through monitoring and coaching to achieve a common goal.
- Managing Organizational Change - Plans, implements, and manages change and works with team to identify and remove obstacles to change; monitors effectiveness of the change effort.
- Decision Making and Critical Thinking - Analyzes and discusses alternatives with multiple stakeholders discusses optimal timing and circumstances for either refraining from or making a decision.
- Industry Knowledge - Articulates and discusses industry-specific issues and challenges within organization and monitors relevant industry trends and their implications.
- Strategic Thinking - Makes sound business decisions on behalf of the organization when faced with complex and contradictory alternatives and recommends ways to position the organization for long-term competitiveness.
- Team Management and Team Building - Employs appropriate techniques for maintaining team enthusiasm, energy, and focus and ensures that team members are on board, unified, and moving in the same direction.

Qualifications:

- A Master's degree or an equivalent combination of education and experience is required.
- At least 10 years of experience in leading a successful enrollment management program at a university
- Experience supervising enrollment management functions such as admissions and financial aid
- Demonstrated leadership in new student programming and a commitment to inclusive and sustainable efforts
- Demonstrated analytical and interpersonal skills.