

SOWELA

EXECUTIVE DIRECTOR, ENROLLMENT MGMT & STUDENT AFFAIRS

Position Summary:

The Executive Director of Enrollment Management and Student Affairs will report directly to the Chancellor and serve as a member of the College's Executive Leadership Team to provide leadership and direction for all of the enrollment and student services and development functions of the College, in a division that is comprised of full and part-time employees in the areas of undergraduate admissions, records and registration, financial aid, student services and career development, with responsibility for the achievement of key goals in the College's Strategic Plan. The division's leadership team includes seasoned Directors and/or Managers of the various Units/Programs directly reporting to the Executive Director. The Executive Director will oversee and/or manage these units' budgets in a fiscally responsible manner and ensure compliance with all federal and state regulations while developing short and long range enrollment, retention, and student success plans. The successful Executive Director will be a professional of unquestioned integrity, a strategic and dynamic leader, with strong analytical skills, proven talent as a leader and a record of managing change, guiding institution-wide agenda-setting regarding recruitment, admissions, retention, progression, graduation, and ensuring ethical practice.

Essential Duties and Responsibilities:

- Serve as the main College administrator for nonacademic student matters, the Executive Director will understand the geography of recruiting and enrolling culturally diverse students as well as the competitive landscape locally, regionally, nationally, and globally.
- Serve as the leader for the full range of Enrollment Management efforts including research, strategic planning, program implementation, and assessment; and evaluate the activities of the various units reporting to this position.
- Develop policies and procedures and monitor implementation of these; determine when modifications are needed and create/develop, present and execute an action plan each year that effectively advance enrollment goals and the image of the College.
- Oversee the hiring, professional development, and provide one-on-one direction to division staff by establishing individual goals; supervise and evaluate the division staff; and identify adequate resources for the subsequent performance of the responsibilities within the division.
- Work closely with other College administrators and offices to provide strategic leadership for enrollment planning and management efforts for the College; overseeing implementation of the Enrollment Management Plan.
- Advise the Chancellor and the Executive Leadership Team and others on trends and best practices in enrollment and student services and development, on the latest technologies and service delivery methods, and on recommendations for relevant policies and initiatives.
- Collaborate with other College functions and/or offices in the development of strategy and institutional initiatives for academic and career advising, academic assistance programs, enrollment research, student services, new student orientation, and other units whose work is related to achieving overall enrollment and student development and success goals.
- Be an advocate of, and an articulate spokesperson for, the transformative power of higher education for all students, with substantial experience relating to school officials, parents, employers, and others in the college guidance market.

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- Responsible for continuous improvement of a collaborative enrollment management and student services and development effort designed to welcome, engage, and support each student during their experience at SOWELA. These responsibilities include planning and organizing a comprehensive set of student programs and services that enhance the educational mission of the College.
- Oversee recruitment, enrollment-records and registration, advising, counseling, disability services, financial aid and administrative aspects of student success for undergraduate student populations.
- Work collaboratively with academic and administrative colleagues to create and execute a comprehensive enrollment and student services and career development strategy for the College and for the academic units in accordance with the prevailing College-adopted Strategic Plan, which sets ambitious targets for increases in the size and academic profile of the student body.
- Responsible for an annual budget of the division, including oversight of the student services and development, and the financial aid budgets are key responsibilities of this position.
- Perform other duties as required or assigned.

Minimum Requirements:

- Master's degree from an accredited institution of higher education and five years of successive and successful experience in the areas of enrollment management, student services and career development OR Doctorate degree from an accredited institution of higher education and three years of successive and successful experience in the areas of enrollment management, student services and career development
- Evidence of and commitment to leadership in relevant organizations at the national, state, and regional levels
- Distinguished record of progressive leadership in higher education
- Commitment to diversity

Required Knowledge, Skills and Abilities:

- Exceptional organizational, interpersonal and communication skills.
- Manage with integrity, a focus on shared governance and a high energy level.
- The ability to effectively manage budgets, and build teams across institutional units.
- Engage in data-informed decision-making and organizational improvement.
- Advanced knowledge in utilizing the Internet and various social media as a communication tool.
- Ability to safeguard sensitive and confidential information from intentional or unintentional disclosure.
- Proven ability to present a positive image for the college, maintain professional demeanor, provide effective customer service, and make good decisions.
- Skills in recruiting, training, and managing employees, teams, and volunteers.
- Ability to communicate clearly and effectively, both orally and written, at all levels.
- Ability to make independent decisions that demonstrate good judgment.

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- Ability to manage multiple tasks and meet deadlines.

Physical Requirements / Efforts:

In order to comply with the requirements of the Americans with Disabilities Act, all employees are asked to read and acknowledge the information below:

- Use a computer for composing, storing, and retrieving information.
- Communicate clearly and concisely, both verbally and in writing.
- Perform basic mathematical computations needed to complete assignments.
- Read and interpret computer printouts and numerical data which may be in very small print.
- Plan, organize, and prioritize job duties in order to meet deadlines.
- Reach, stoop, kneel, and crouch as required for filing and storage of office supplies and other work-related equipment.
- Lift and move items weighing up to 20 pounds.
- Work a regular Monday through Friday schedule of eight hours per day and occasional weekends and overtime as may be required.

Reasonable accommodations may be requested and made to enable individuals with disabilities to perform the essential job duties.

Please apply at: <https://sowela.csod.com/ats/careersite/JobDetails.aspx?id=82&site=2>