

**ASSOCIATE VICE PRESIDENT OF ENROLLMENT SERVICES  
DIVISION OF ACADEMIC AND STUDENT AFFAIRS  
POSITION #E 061**

In order to be considered as an applicant you must apply through the online application system at <https://www.msudenverjobs.com>. The full position announcement is listed at this site as well as application instructions. Be prepared to attach a cover letter and vitae (separate documents) to your application. **IMPORTANT: If you have specific questions concerning this position please contact the department at 303-556-3040. If you have technical questions please refer them to the MSU Denver Equal Opportunity at 303-556-2245.**

**SUMMARY:** The Associate Vice President of Enrollment Services plays a leadership role in the design, implementation, and management of a strategic, comprehensive, and integrated enrollment management program in an atmosphere of shared governance. The AVP ES leads the development and implementation of a Strategic Enrollment Management Plan, which includes the goal of achieving Hispanic Serving Institution (HSI) status by 2017. The AVP ES is responsible for ensuring that the budget, planning, and operational functions and services of the Offices of Admissions, Registrar, Financial Aid, New Student Orientation, Excel, High School Upward Bound, and Veteran's Upward Bound are managed in an integrated manner and as a part of student-centered, user-friendly enrollment services processes. The AVP ES is responsible for collaborating with Information Technology Services to develop and implement appropriate technology and systems to ensure a coordinated enrollment management effort and cohesive, efficient, and effective service delivery. The AVP ES works closely with the Provost/Vice President of Academic and Student Affairs (ASA) – and the ASA Senior Leadership Team – to facilitate student recruitment and retention efforts, particularly for underrepresented groups. **The successful candidate must have the ability to work with and be sensitive to the educational needs of a diverse urban population.**

**RESPONSIBILITIES:** 50%-Leading the development and implementation of a Strategic Enrollment Management Plan that leads to MSU Denver achieving HSI status by 2017 by collaborating with units and personnel across the University, including Information Technology Services, Academic and Student Support Services Offices, Administration and Finance, Marketing and Communications, and University Advancement. This effort to be supported by research and analysis efforts related to enrollment management including enrollment predictions and trend analyses; financial aid and scholarship awards; course and classroom availability; information dissemination to students; and examining methods to meet enrollment demands relative to course and room scheduling.

25%-Ensuring that MSU Denver employs student-centered and student-friendly enrollment processes – based on best practices literature – that provide an integrated, efficient, and effective delivery of services to our diverse and urban prospective and continuing students. Ensuring that the services and processes of the areas of responsibilities support the mission of the University.

10%-Providing direction to and supervision of the directors of Admissions, Registrar, Financial Aid, New Student Orientation, Excel, High School Upward Bound, Veteran's Upward Bound, and overseeing all aspects of these offices. Making recommendations to the Provost/Vice President of Academic and Student Affairs regarding the operations of the offices listed above. Continually examining and integrating new technology systems operations in these areas to promote more efficient, effective, and responsive processes.

10%-Serving as liaison between Enrollment Services and Marketing and Communications regarding recruitment communications materials and marketing strategies. Fostering cooperation and communication among the directors and their offices, the units, and the University.

05%-Assisting with student services projects as needed by the Vice President, and other duties as assigned.

**EO STATEMENT:** Metropolitan State University of Denver is an equal opportunity employer.

**QUALIFICATIONS:**

**Required Qualifications:**

A minimum of 6-8 years of progressively responsible experience in higher education student affairs leadership positions, with a successful record of working with, motivating, and collaborating with faculty, staff, and students, including underrepresented student populations, including but not limited to students of color, and their families.

Demonstrated experience working collaboratively across University branches and units to develop cooperative working relationships at all levels.

Proven success with higher education recruitment, admissions and retention strategies, including record of developing and implementing a Strategic Enrollment Management Plan collaboratively and in an atmosphere of shared governance; Experience must include budgeting, personnel management, and an established history of enrollment management at a large, urban college or university serving a diverse and non-traditional student body.

Demonstrated history of efforts to advance enrollment and retention of a large number of students from underrepresented populations, including students of color, at a large, public institution of higher education.

Master's degree in an area of higher education administration or a related field.

Experience of collaboration with the work of the units which report directly to the position.

# EXAMPLE

Experience in best practices of conducting assessments of at least one of the direct-reporting units (see above for units.)

Experience with current applications of enrollment management-related technologies, including student self-support options, with demonstrated efforts to stay current with such developing technologies.

Experience collaborating with the work of the units which report directly to the position, including best practices to assess effectiveness of the units.

**Preferred Qualifications:** Three years experience directing or in a management level position in one of the departments with direct report responsibility to the AVP ES.

Experience working in one or more of the units which report directly to the position.

Familiarity with the various compliance – Federal, state, and otherwise – issues related to the units that report to this position.

History of excellent interpersonal communication skills, including writing skills, with a strong orientation toward customer service.

Demonstrated knowledge of best practices for or research about development of Hispanic Serving Institutions or other minority serving institutions.

**RANK & SALARY:** Commensurate with education and experience.

**APPOINTMENT:** No later than July 1<sup>st</sup>, 2015

**APPLICATION:** IMPORTANT: in order to be considered as applicant YOU MUST FILL OUT THE APPLICATION AT <https://www.msudenverjobs.com>.

**DEADLINE: 02/25/2015.** All applicants must apply through the Online Application System at <https://www.msudenverjobs.com>.

MSU Denver is a leader in educating Coloradans in university programs particularly relevant to the state's economy and the demands of today's employers. With the highest number of ethnically diverse students among the state's four-year colleges, MSU Denver offers 58 majors plus master's degrees in accounting, teaching and social work. More than 21,000 students are currently enrolled at MSU Denver, and 75 percent of the University's nearly 77,000 graduates have remained in Colorado as valuable members of the state's workforce. Located in downtown Denver, MSU Denver shares the 175-acre Auraria Campus with two other post-secondary institutions.

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