



# Albion College

## VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

### ALBION COLLEGE

### Albion, Michigan

President Mauri Ditzler announces the search for the Vice President for Enrollment Management (VPEM) at Albion College in Albion, Michigan. He invites nominations and applications for this exceptional opportunity as he seeks a Vice President who will provide dynamic, proven leadership for recruitment, retention, and financial aid at the College. The position is currently vacant, and it is expected that the new VPEM will be announced by August 2019 with the office to be filled as soon as possible afterward.

This is an especially attractive position because of the breadth of responsibility and authority given to the position. This Vice President will report directly to President Ditzler and will lead all aspects of enrollment management, as well as serve as a member of the leadership team that assists with oversight of the College's mission and management.

Additional information on Albion College and desired attributes for this opportunity can be found at: <http://academic-search.com/sites/default/files/ACVPEMProfile.pdf>

### **The Role of the Vice President for Enrollment Management**

The Vice President for Enrollment Management is the chief enrollment officer for the College and is charged with developing and implementing annual and long-range enrollment management strategy that complements and supports the overall strategic plans of Albion College. The VPEM is responsible for developing and implementing the annual recruitment operations plan to meet first-year and transfer student goals for the College. Additionally, the VPEM oversees the financial aid operation as it relates to student enrollment and develops successful financial awarding plans to satisfy institutional goals related to enrollment, net revenue, discount targets, academic quality, and other student demographic and academic quality attributes. This is a cabinet-level position and requires working closely with the President, other cabinet officers and various campus constituents to successfully advance the College in a highly competitive higher education marketplace. Independent judgment is required to plan, prioritize, and organize a diversified workload with sensitivity and confidentiality. The VPEM must exhibit an appreciation of, a sensitivity to, and respect for a diverse environment, inclusive of students, faculty and staff of many social, economic, cultural, ideological, racial, and ethnic backgrounds.

### **Qualifications**

The following criteria will be used in evaluating applications:

- An earned baccalaureate degree, a graduate degree preferred
- A minimum of five years of successful admission experience in a college or university setting. A background of leadership and success utilizing a team approach to achieve enrollment objectives. Outstanding management, interpersonal, and organizational skills are required.
- A background in the use of information technology, combined with traditional relationship-building activities in student communication, and demonstrated use of financial aid as an effective enrollment tool is required.

- Experience leading successful enrollment management operations with a holistic view of the admissions process and sensitivity to the complexity of enrollment
- An understanding of the role of retention when building incoming classes and proven leadership in assessing the fit that will allow enable a student to persist to graduation
- A history of devising successful strategies for delivering clear, qualified objectives in application, yield, and retention rates

### **The Search**

The search committee is being assisted by Dr. Wanda Durrett Bigham, Senior Consultant of Academic Search, Inc., a firm with more than 40 years of successful experience of serving colleges and universities in their searches for executive leadership. Nominations and applications are encouraged.

The position is available immediately and President Ditzler hopes to complete the search by August 2019, with the successful candidate beginning in the role as soon afterward as possible. For best consideration, applications should be received by June 25, 2019, and should include a curriculum vitae, a thoughtful letter addressing the requirements and desired attributes, and a list of five references with e-mail addresses and telephone numbers. All applications and expressions of interest will be treated in confidence. References will not be contacted without the candidate's permission.

Nominations and applications should be submitted electronically in MS Word format to [AlbionCollegeVP@academic-search.com](mailto:AlbionCollegeVP@academic-search.com). Confidential discussions and information regarding this opportunity may be arranged by contacting Dr. Wanda Durrett Bigham at [wdb@academic-search.com](mailto:wdb@academic-search.com) for information or to schedule a conversation.

**ACADEMIC SEARCH**

Identifying leaders for higher education since 1976.