McNeese State University

Position: Associate Vice President of Enrollment Management
Office: Office of Academic and Student Affairs
Reporting Authority: Provost and Vice President for Academic and Student Affairs

Position Status: Full-time, Unclassified

Qualifications:
- Master’s Degree
- A proven record of building positive interpersonal professional relationships.
- Experience in an administrative position in a collegiate setting.
- Ability to coordinate and administer policies and procedures affecting the work tasks of the member units of Enrollment Management.
- Demonstrated effectiveness in working with students, numerous academic and non-academic units, and with the public.
- Planning and budgeting experience.
- Initiative, team oriented philosophy, and the ability to organize.
- Evidence of understanding of the importance of student recruitment, retention, and integrity of academic programs and services.
- Excellent written, oral, and interpersonal communication skills.

Duties and Responsibilities:

1. Provide leadership and performing administrative responsibilities to maintain efficiency and successful functioning of the units of Enrollment Management.

2. Oversee the coordination of retention and enrollment activities for unit departments.

3. Work with and support recruitment and retention efforts across campus.

4. Assume responsibility as the academic dean for students majoring in General Studies and related programs and for announcing degrees at commencement.

5. Serve on the Council of Enrollment Management Officers for the Louisiana Board of Regents and on the Academic Advisory Council for McNeese State University.

6. Maintain currency and compliance with SACSCOC and other accreditation or regulatory agency requirements.

7. Initiate activities and programs to support institutional goals of academic excellence, student success, fiscal responsibility, and university/community linkages.
8. Build positive communication and collaborative working relationships with units throughout campus.

9. Complete all other duties and responsibilities assigned by the Vice President of Academic and Student Affairs or the President.

Revised 3/6/13