



## Position Description

<b>TITLE OF POSITION:</b>	Executive Vice President for Enrollment and Student Development
<b>CLASSIFICATION:</b>	Executive
<b>STATUS:</b>	Full-time, Exempt
<b>DEPARTMENT:</b>	Administration
<b>LOCATION:</b>	Grand Rapids, MI
<b>REPORTS TO:</b>	President

### **SUMMARY:**

The Executive Vice President for Enrollment and Student Development is responsible for the development and execution of admissions and enrollment strategic plans resulting in increased enrollment, retention and graduation rates. These responsibilities are performed in an ethical manner consistent with the University's mission, vision, and values.

### **RESPONSIBILITIES:**

1. Serves on the President's Leadership Team and Cabinet and advises the President on all enrollment and student service matters.
2. Provides leadership and vision for all admissions and student service functions within the University, including; admissions, call center, financial aid, advising, resident and student life, student services and career services.
3. Establishing enrollment goals, in conjunction with the Cabinet, and meeting those goals.
4. Participates at the board level and develops and implements enrollment strategies.
5. Establish and maintain consistent models for all student development functions across the University.
6. Develop and manage a multi-million dollar budget for the University's student development needs.
7. Compiles information and reports as needed for executive management.
8. Serves as an ambassador and represents the University at public events.
9. Demonstrate and promote the University Cultural Values.
10. Perform other duties as assigned.

The ideal candidate will possess the following leadership and general qualifications.

### **Qualifications:**

- Demonstrated ability to be decisive and provide direction to management, based upon the strategic direction of the University and its Values.
- Demonstrated ability for strategic thinking and planning.
- Demonstrated ability to develop and implement long-term strategic plans.
- Demonstrated ability to communicate clearly and effectively.

- Demonstrated ability to strongly advocate for strategies and resources in order to execute to strategic plan.
- Demonstrated ability to hold themselves and others accountable for achieving results.
- Demonstrated ability to develop and monitor metrics to measure success.
- Master's degree and 5+ years of relevant senior management experience in higher education required. Experience in traditional and proprietary higher education, and experience in a multiple-campus environment are preferred.
- Demonstrated ability to work accurately and effectively with computerized and financial data systems (PC and mainframe).
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
- Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the University.

**ENVIRONMENTAL FACTORS:**

Business office environment. Prolonged sitting and standing. Use of personal computer and telephone (eye and hand strain). Some travel between locations required. No regular lifting requirements.

**DAVENPORT UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER**