



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

STAFF VACANCY

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

EE0# AA 2-08

The University of Louisiana at Lafayette invites applications for the newly created position of Vice President for Enrollment Management.

THE POSITION

Reporting to the President and a member of the President's administrative council, the Vice President for Enrollment Management oversees the following areas: Scholarships, Enrollment Services, Financial Aid, Admissions, Registrar, and Orientation. The Vice President will develop the university's priorities for enrollment management in collaboration with other units of the university which will include developing plans for marketing, recruitment and retention. The Vice President will oversee student records and the compilation of statistical information related to enrollment, graduation, admissions, and other information pertaining to student issues. The Vice President will use this data to plan, organize and implement recruitment and retention strategies to meet university enrollment goals.

QUALIFICATIONS

The ideal candidate will be an experienced enrollment management professional with a demonstrated track record for providing leadership in various aspects of enrollment management, including:

- At least 5 years of experience in management/administrative positions with increasing responsibilities in enrollment related areas
- Collaborative management and supervisory skills
- Leadership and teambuilding skills
- Knowledge of student data bases or student information systems; including implementation or upgrading of systems
- Knowledge of federal, state and institutional financial aid programs
- Experience using institutional data and other statistical information to market to and successfully recruit qualified freshmen, transfer, adult/non-traditional and graduate students
- Knowledge of enrollment management best practices, including integrated marketing, financial aid and scholarship leveraging, technology-centered recruitment strategies
- Knowledge of and experience working with multicultural communities with particular experience recruiting and retaining students
- Proven ability to work with faculty, staff and administrators across a campus community
- Master's degree required; doctorate preferred

COMPENSATION

Salary is competitive and commensurate with qualifications, experience and proven ability. The holder of this position is an employee of the State of Louisiana and as such enjoys a generous benefits package.

APPLICATION REQUIREMENTS

Applications and nominations will be accepted until the position is filled. For initial consideration, applications should be received by 5 p.m. on Monday, December 15, 2008, and should include: a) a letter that demonstrates the candidate's understanding of the position and how his/her background meets the position criteria; b) a comprehensive resume; c) five references and/or letters of recommendation; and d) any other supporting material.

Applications should be mailed to:

Chair, Vice President for Enrollment Management Selection Committee
Office of the President
P. O. Drawer 41008
Lafayette, LA 70504

Questions may be directed to Liz Landry via email: lizland@louisiana.edu

The University of Louisiana at Lafayette is an Affirmative Action/Equal Opportunity Employer