



Job Description

Job Title:	Vice President, Enrollment and Student Success
Department:	Enrollment and Student Success
Job Category/ FLSA Status:	Executive/Exempt
Accountability:	President
Authority:	Admissions and Recruitment, Office of the Registrar and Academic Advising, Student Success and Retention, Student Financial Services, Enrollment Marketing and Website, and Alumni Services

Position Description:

The Vice President, Enrollment and Student Success is responsible for the leadership and management of all activities and budgets to support the recruitment, enrollment and retention of students supported by the Admissions and Recruitment, Office of the Registrar and Academic Advising, Student Success and Retention, and Student Financial Services, Enrollment Marketing and Website, and Alumni Services.

Major/Essential Functions:

- Develops and monitors performance of the leadership team including regular coaching and mentoring, periodic performance reviews and establishment of individual and functional goals and objectives.
- Creates, presents and obtains approval of strategic and operational plans outlining the methods, rationale and financial implications necessary to achieve major objectives in support of the institutional strategic and operational plans.
- Develops and implements comprehensive enrollment and revenue strategies supported by documented and assessed business processes.
- Assumes leadership in the development, implementation of plans, goals, and objectives to facilitate the changes in policies, procedures and processes for continual quality improvement.
- Monitors operational activities to meet goals, ethics, and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
- Develops and manages annual departmental program review including integration of units' plans and assessments with institutional planning and assessment initiatives.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.
- May be asked to serve as a member of the President's Cabinet and other committees/teams as assigned and may be invited to serve on the President's Cabinet.

Duties/Responsibilities:

- Provides leadership for ensuring that the College provides a comprehensive array of student development programs focused on revenue growth, student success, and enrollment management programs, including, but not limited to, admissions and recruitment, advising, retention and student success, student advocacy, and other student support services and programs.

- Plans, designs, develops and delivers student programs and services that implement the enrollment and revenue goals of the College.
- Provides leadership for evaluating and ensuring quality in all aspects of the College's enrollment management and student services programs and staffing.
- Develops and recommends, student programs policies, procedures and practices which foster and promote student learning and student success, and which support the educational programs of the College; recommends organizational structures, personnel and resources to ensure a student-centered/learner-centered environment at all levels; represents the College to various external entities and with outside agencies in matters relating to the College's student services.
- Develops, fosters and promotes new opportunities for partnerships with public and private sector entities; provides leadership for establishing multi-year tactical and annual revenue and operational goals designed to implement the strategic goals of the College's President and Board.
- Submit to the President an annual report of the activities of the division of enrollment and student services.
- Performs related duties as required.

Qualifications:

Required:

- Master's Degree in higher education/educational administration/higher education leadership or related discipline from an accredited institution of higher education and 5 to 10 years of related experience including administrative leadership in an institution of higher education or the equivalent.
- Desires to work in a team environment and fosters collaboration, agility and empowerment to pursue and achieve strategic and operation goals and objectives.
- Flexible, cooperative attitude necessary to serve traditional and non-traditional students.
- Inspires, respects, trusts and motivates others to perform well.
- Exhibits confidence in self and others.
- Be a committed Christian and in good standing with a local church
- Be in complete agreement with doctrinal position of the College (including but not limited to the CBS Doctrinal Statement, The CBS Statement on Biblical Gender Roles, The CBS Biblical Statement on the Sanctity of Human Life, The CBS Biblical Statement on Human Sexuality and the CBS Definition of Marriage) and able to sign statement without reservation.

Preferred:

- Doctoral degree in higher education/educational administration/higher education leadership or related discipline, including biblical and theological training, and 5 to 10 years of related experience in administrative leadership in an institution of higher education.
- Bilingual in English and Spanish (speak, read, and write)

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Skilled in strategic planning and implementation, resource development and allocation, personnel and faculty development, management, and initiation of change.
- Excellent leadership, communication and presentation skills and demonstrate an ability to work collaboratively with faculty in a variety of fields.
- Ability to effectively communicate with students, administrators and external agencies.
- Skilled at working in a team environment
- Ability to manage multiple projects simultaneously while achieving goals and objectives.
- Ability to review situations, products, services and determine appropriate solutions or course of action.

- Skilled in the assessment and development of education products and services.
- Ability to read, analyze and interpret professional journals, financial reports, legal documents and government regulations.
- Ability to effectively present information to various leadership and management constituencies.
- Ability to define problems, collect data, establish facts and draw valid conclusions and recommendations.
- Ability to work independently as well as interact and work well with others in a team and individual basis.
- Ability to set goals and prepare and administer plans and programs.
- Organizational and administrative skills to care for vast amounts of detail work.
- Ability to edit and communicate clearly and consistently, both verbally and in writing.
- Understanding of accreditation requirements and processes.
- Proficiency in use Microsoft Word and Excel, Powerpoint, Internet, and email and other data management software applications used in research and analysis.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Prepare annual, quarter and monthly reports for internal and external constituents.
- Develop and manage annual operating budgets to achieve both financial and operational goals and objectives.
- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

Mobility/Physical Demands:

- While performing duties of this job, employee is required to sit, stand and walk.
- Employee is required to talk and listen via face-to-face contact and telephone and communicate in electronic formats.
- Employee may have to lift and/or move up to 10 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Normal office environment
- Travel as necessary to attend local and national events, development opportunities and conferences.

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.