

Job Vacancy Notice

Job Title: Vice President for Student Development and Enrollment Management
Job ID: 22704
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

Reporting directly to the President and serving as a member of the Senior Staff, the Vice President of Student Development and Enrollment Management (SDEM) provides executive leadership and oversight for the SDEM Division.

The Division is comprised of numerous offices and programs offering a comprehensive array of student support services including Registration, Financial Aid, Admissions, Advisement, Counseling, Health and Wellness, Student Activities, Transfer Services, Disability Services (ARC), and Athletics. The Vice President should demonstrate as well as share knowledge and appreciation of the challenges and complexities facing urban higher education institutions and students in the 21st Century. He/she will be expected to spearhead initiatives that provide students with a rich College experience including opportunities for academic, personal, and professional growth.

The Vice President for SDEM is responsible for leading efforts designed to increase student enrollment, retention and graduation rates. He/she works closely with the Provost/ Vice President of Academic Affairs to provide the support students need to achieve academic success. Collaboration with the Provost also includes establishing and maintaining articulation/transfer agreements with senior colleges. The Vice President for SDEM strives to increase visibility and to broaden involvement in the community by promoting activities that complement and support teaching and learning. He/she also works to develop programs and ties with feeder high schools to improve general college readiness of future Hostos students.

As a member of the President's Cabinet, the Vice President for SDEM is responsible for developing a culture of assessment and student-centeredness within the division. He/she will strive to create and foster opportunities for students to participate in institutional governance and leadership. He/she will also be expected to nurture a culture of collaboration with other campus divisions and units and to help the College achieve its Strategic Plan goals and objectives. The Vice President for SDEM is responsible for additional duties as assigned. Essential duties require on campus presence.

QUALIFICATIONS

This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience and are at will employment.

The following qualifications are preferred:

- Advanced degree required; earned doctorate preferred.
- At least eight years of administrative experience in student affairs, and a demonstrated track record of accomplishments in the area of recruitment, enrollment management and retention/graduation.
- Experience working with a diverse multicultural and multilingual population preferred.
- Must possess exceptional interpersonal and communication skills and the ability to create a "shared vision" for the student affairs area of the College while motivating others to pursue that vision.
- Must demonstrate the ability to foster collaboration and inclusiveness.
- A proven record of successful leadership, experience, and accomplishments at the executive level, in an urban campus higher education setting is highly preferred.
- An energetic visionary who is approachable, student centered, and works well with faculty.
- A team player who values, supports, motivates, and fosters growth in his/her staff.
- An effective manager who respects the past contributions made by staff and faculty while encouraging innovation and change.
- An individual of high integrity who listens to and values the opinions of others.

CUNY TITLE

Vice President

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicant must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter and three professional references.

CLOSING DATE

Open until filled with review of applications to begin September 3, 2021.

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.