

Position Number: D93508

Job Title: Associate Vice President for Enrollment Management

Department: Enrollment Management

FTE: 1.0 benefits eligible

Job Type: Administrative

Posted Date: 9/23/11

ASSOCIATE VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

Portland State University (PSU), one of the nation's premier urban regional public universities, seeks an experienced enrollment professional to serve as Associate Vice President for Enrollment Management (AVPEM). Nationally recognized as a leader in community engagement, PSU is the largest and most diverse university in Oregon with approximately 30,000 students. Located in one of the nation's most livable cities, the university's innovative approach to education combines academic rigor with extensive internships and projects with community partners. PSU's Division of Enrollment Management and Student Affairs strives to achieve social justice and social diversity. We are looking for candidates who will enhance our diverse and multiculturally-competent staff.

PSU's new Associate Vice President for Enrollment Management will provide leadership and coordination for a comprehensive enrollment management strategy that is aggressive, innovative and opportunistic while being consistent with the goals, mission and resources of the university. This newly-created executive role will join a leadership team and a reconfigured division of Enrollment Management and Student Affairs that is forward thinking, highly strategic and extremely productive. Reporting to and working closely with Vice President Jacqueline Balzer, the Associate Vice President provides overall leadership for undergraduate and graduate admission to the university; this includes: international admission, domestic and international enrollment partnerships, records and registration, new student recruitment, student orientation programs, financial aid and scholarships, and enrollment management technology.

A key senior administrator, PSU's first Associate Vice President for Enrollment Management will be a proven leader with great entrepreneurial and technological skills whose finesse as a manager and collaborator galvanizes a university-wide enrollment effort that is, at its heart, student-centered. The Associate Vice President joins a team that is as devoted as it is talented, and

enjoys the full support of the President and other members of the university's senior leadership team.

PSU seeks candidates who are eager to join a new, inclusive, collegial and transparent senior team. The new AVPEM must understand shared governance and enjoy working collaboratively with PSU's diverse faculty, staff and students to foster partnerships and proactively promote shared agendas. The ideal candidate will have at least five to seven years of director-level experience in higher education enrollment services administration that includes leading change in a complex and dynamic university environment, a consultative style and superior communication, strategic, and analytical skills. A master's degree is required.

Portland State University's 49-acre urban campus exhibits PSU's commitment to sustainability through green buildings and transit-oriented development, while many of its 200 bachelor's, master's and doctoral degree programs incorporate sustainability into the curriculum. PSU's motto, "Let Knowledge Serve the City," inspires the teaching and research of an accomplished faculty. Five themes guide PSU's work: provide civic leadership through partnerships, improve student success, achieve global excellence, enhance educational opportunity, and expand resources and improve effectiveness.

Nominations, expressions of interest and applications are invited and should be submitted confidentially via email to the university's consultant, Witt/Kieffer, to the attention of Jane Courson and Robin Mamlet at PSU-AVPEM@wittkieffer.com. Candidates should provide a cover letter describing their interest in and qualification for the position, along with a curriculum vitae and names and contact information for at least three professional references. The position will remain open until filled; for fullest consideration, candidates are encouraged to submit their credentials as soon as possible. Confidential inquiries may be made by emailing the above address or calling Witt/Kieffer at 781-272-8899.

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.