



Southern University at New Orleans

Vice Chancellor for Student Affairs & Enrollment Management Job Announcement

Summary

Founded in 1956, the fully accredited Southern University at New Orleans (SUNO) was founded as a branch unit of Southern University and Agricultural & Mechanical College in Baton Rouge (SUBR). SUNO continues to grow, striving to become better each year. Our campus housing is some of the newest in the New Orleans area. SUNO is approved by the National Association of Intercollegiate Athletics (NAIA) to join the Gulf Coast Athletic Conference, and offers a full Intramural Sports Program. SUNO offers a variety of academic programs that are challenging and that will ultimately prepare its graduates for success after they have earned their diplomas. SUNO seeks students who are intellectually curious and hardworking.

The Vice-Chancellor for Student Affairs & Enrollment Management (VCSAEM), directly and through direct reports, will provide visionary and operational leadership for the division. The VCSAEM will work to effectively manage divisional changes to meet the university's growth objectives and strategic plan benchmarks. The incumbent is expected to manage operations, set benchmarks, develop best practices, and measure progress towards strategic objectives employing empirical data. Moreover, the incumbent oversees the development and coordination of enrollment processes, extra/co-curricular campus initiatives, student judicial processes, student services, and activities to promote the overall academic, personal and professional development and well-being of students. The VCSAEM is expected to engage professional development and successful coach staff to meet benchmarks.

The VCSAEM will oversee the division's strategic planning process to attract, recruit, enroll and retain undergraduate and graduate students with the goal to increase overall student engagement, persistence, and graduation rates. The successful candidate will have experience providing innovative leadership development programs for students and have the ability to communicate at all levels including the System Office, Board of Supervisors, and the Board of Regents.

The Division of Student Affairs & Enrollment Management includes Recruitment and Admissions, Financial Aid, Housing & Residential Life, Student Life & Recreation, Veteran Affairs & ROTC programs, Student Health Center, University Center and Auxiliary Enterprises, Intramural Sports, Student Development Center, and Services for Students with Disabilities.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. Provide vision, strategic leadership, and administrative oversight for all operational areas within the Division of Student Affairs and Enrollment Management including Admissions, Dual Enrollment, Housing and Residential Life, Student Disability Services, TRIO Programs, Counseling Center, Student Development (Community Service Learning and Resource Management), Diversity, Equity, and Inclusion (DEI), and Student Life and Recreation. This includes services for international students, programs and services for students at-risk and any other student groups that may become a special focus for the University, and student conduct and discipline matters.
2. Oversee the development and operation of a college-wide Strategic Enrollment Management Plan and ensure the goals of the plan are achieved through shared governance, best practices, and efficient operations of the University. Work with the Marketing and Communications Department to develop and implement an integrated Marketing and Communication Plan to promote recruitment, enrollment, and retention of students.
3. Implement a cross-functional Enrollment Management Committee with the purpose of discussing enrollment strategies and to make recommendations that contribute to student access, recruitment, persistence, and completion. Through the EM Committee, implement a holistic and integrated approach to enrollment management that supports college-wide collaboration, engagement, creative thinking, and consensus building.
4. Supervise all activities, programs, operations, and personnel of departments within the division, developing plans and procedures for achieving divisional goals and objectives. Ensure that appropriate personnel, facilities, and financial resources are available to support work

of the division and that professional development for all staff members of the division is encouraged and coordinated as needed.

5. Oversee the development and implementation of policy, procedures, and practices that support effectiveness, efficiency and quality of programs and services within the division and across the University.
6. Work cohesively with various members of the Executive Leadership Team and other University constituents to develop and implement enrollment management functions and student success initiatives that attract and enroll incoming students, increase college retention and graduation rates, and engage students in their college experience.
7. Work collaboratively with the Vice President of Academic Affairs to develop academic and co-curricular initiatives that will advance institutional goals, marketing and recruitment strategies, enrollment growth priorities, academic support and retention initiatives, and overall best practices in comprehensive enrollment management.
8. Study and analyze student needs and evaluate the effectiveness of services within the division and University to meet student needs, Strategic Enrollment Management Plan goals and University mission in accordance with best practices, standards, and competencies.
9. Work with division staff, administrators, and other University constituents to ensure compliance with University policies and procedures and local, state, and federal regulatory guidelines.
10. Work with departmental leadership and the Vice Chancellor for Finance and Administration, develop and manage divisional and departmental budgets.
11. Work with departmental leadership and the Vice Chancellor for Research, Strategic Initiatives, and Title III to develop and manage grant-funded budgets to include Title III.
12. Maximize efficiencies and effectiveness through appropriate data collection and analysis.
13. Maintain an understanding of current trends, ideas, research, and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

14. Actively participate in appropriate University standing committees, special committees and task forces, as well as local, state, and national associations. Participate in community related organizations that enhance the college's reputation and connections in the community.
15. All other duties as assigned.

Required education and experience

- Master's degree in Business, Student Affairs Administration, Higher Education Administration, Organizational Development or other related field required.
- Demonstrated experience with strategic enrollment plan development and execution; student affairs administration, student success, and/or student engagement.
- 7 - 10 years of significant progressive college leadership experience, demonstrating increasing supervisory responsibility, extensive experience in counseling, student services, enrollment management, and higher education administration.
- Demonstrated understanding and ability to use information technology and information systems to deliver, monitor, and evaluate programs and services for students.
- Experience in fiscal management of comprehensive student affairs budgets and management of student affairs facilities.
- Established record of effective leadership in recruitment and financial aid practices, including evidence of ability to positively transform strategy, processes, and operations.
- Considerable experience in data-driven enrollment operations that resulted in meeting growth, academic quality, and diversity goals.
- A demonstrated track record in the identification, admission, recruitment and enrollment of prospective students, comprehensive and strategic enrollment planning, and shaping classes to fulfill institutional mission.
- Deep knowledge of best practices in enrollment management and a proven record of success in increasing enrollment.
- Strong interpersonal communication skills to collaborate effectively with all SUNO constituents including Board of Supervisors, donors, alumni, faculty, staff, students and administrative colleagues and others on and off campus.
- The ability to create and sustain a culture of shared ownership of enrollment management; educate the campus community about best practices in enrollment management and to engage current students, faculty, alumni, and parents in the recruitment and enrollment of all new students.

- Strong knowledge of effective social media tools and digital marketing to engage, prospective, applicant and admitted students.

Preferred education and experience

- Doctorate degree desirable.

How to apply

An up-to-date and detailed curriculum vitae or resume with three letters of reference. A brief (1-2 pages) letter of interest describing why you are interested in the role of Vice Chancellor for Student Affairs and Enrollment Management. For priority consideration, please submit all application materials by May 15, 2023.

Application materials should be sent to hr@suno.edu.

Southern University of New Orleans (SUNO) is an Equal Opportunity Employer.

Non-Discrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University at New Orleans (SUNO) forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws.

This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration of educational programs and policies, scholarship and loan programs, and athletic or other College-administered programs. Discriminatory acts of any kind are strictly forbidden.

American with Disabilities Act (ADA) Statement

Southern University of New Orleans (SUNO) complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources.