

**RAMAPO COLLEGE OF NEW JERSEY**  
**JOB DESCRIPTION**

**TITLE:** Vice President of Enrollment Management and Student Affairs (Vice President, D37)

**DESCRIPTION POSITION NUMBER:** 044947

**UNIT/DIVISION:** Enrollment Management and Student Affairs

**DATE:** June 2017

**RAMAPO COLLEGE OF NEW JERSEY:**

**Mission:** Ramapo College of New Jersey is *New Jersey's Public Liberal Arts College*, dedicated to providing students a strong foundation for a lifetime of achievement. The College is committed to academic excellence through interdisciplinary and experiential learning, and international and intercultural understanding. Ramapo College emphasizes teaching and individual attention to all students. We promote diversity, inclusiveness, sustainability, student engagement, and community involvement.

Established in 1969, Ramapo College of New Jersey has an enrollment of 5,000 students and offers bachelor's degrees in the arts, business, humanities, social sciences and the sciences, as well as in professional studies, which include nursing and social work. In addition, Ramapo College offers courses leading to teacher certification at the elementary and secondary levels. The College also offers eight graduate programs as well as articulated programs with Rutgers, The State University of New Jersey, New York Chiropractic College, New York University College of Dentistry, SUNY State College of Optometry and New York College of Podiatric Medicine. The College is ranked as fifth in the Best Regional Public Universities North category by *U.S. News & World Report*.

Undergraduate students choose to concentrate their studies in one of five schools with more than 539 course offerings and 36 academic programs. Ramapo College boasts an average student/faculty ratio of 18:1 and average class size of 23, affording students the opportunity to develop close ties to the College's exceptional faculty.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a full-time, managerial position, and days of work and hours are Monday through Friday, 8:30 a.m. to 4:30 pm. Note: This position is in the "NL" category of employment (non-fixed work week) and individuals in this role have no claim or entitlement to time off or cash compensation for hours worked beyond their normal schedule. Occasional evening and weekend work may be required as job duties demand. Compensatory time will not be granted for work

done as an extension of the regular work day. It is the policy of the College to grant hour for hour compensatory time off, with advance approval, only when employees are required to work on a holiday. Time earned must be used within one fiscal year from the time it is earned.

### **JOB SUMMARY:**

The Vice President of Enrollment Management and Student Affairs (VPEMSA) reports directly to the President and is a key member of the senior leadership team working in close partnership to implement the College's strategic objectives.

The VPEMSA is responsible for providing executive level direction and management oversight of the College's strategic enrollment management plan. These efforts include direct oversight of the Office of Student Success (includes Center for Academic Advisement and First Year Experience "CAAFYE" and Testing), undergraduate and graduate admissions and recruitment, athletics and intra mural recreation, the Cahill Career Center, the Educational Opportunity Fund program, financial aid, marketing and web administration, and residence life.

The VPEMSA is further responsible for providing executive level direction for the College's student engagement efforts including many of the College's student affairs and student services activities. These efforts include overall supervision of the Office of the Dean of Students and the operations therein including campus ministries, center for counseling and health services, center for student involvement, office of specialized support programs, and the office of student conduct.

The VPEMSA collaborates with the other vice presidents, members of the President's Cabinet, and the academic deans. The VPEMSA serves as an administrative liaison to the finance and academic and student affairs committees of the Board of Trustees.

### **DUTIES:**

#### Strategic Partnership with the President and Senior Leadership

Supports and assists in efforts to analyze, evaluate and prioritize the College's various strategic initiatives; provides leadership in the creation and development of innovative student development, recruitment, enrollment, retention and engagement initiatives; develops and assesses a comprehensive strategic enrollment management plan in line with the College's Strategic Plan and communicates enrollment and student affairs issues to various constituent groups, including faculty, staff students, and board members; provides input to the College President and others that will expand their understanding of enrollment and student development trends in higher education and aid in fostering the sustainability of the College.

### Liaison to Board of Trustees Committees

Serves as administrative resource/liaison to the following committees of the Board: academic and student affairs, and finance committees; works with the President, the chairs of the committees, and other members of the division, to prepare the agendas for committee deliberations and action; prepares resolutions to be presented to the committees for recommendation to the full Board; prior to each board committee meeting, meets with the chair of that committee to review the agenda and answer any questions.

### Ensures Community, Quality, and Control

Ensures, through personal example and supervision, that all personnel and activities of the Enrollment Management and Student Affairs Division project a favorable image of the College to staff, students, faculty and the general public; promotes cooperative relations internally and with the general public, other institutions, regional and national associations, and K-12 schools; creates and fosters an on-campus environment that supports student achievement, promotes the Ramapo mission, and delivers high quality customer service; works closely with leadership in academic affairs to embrace a strategic enrollment management philosophy across the campus; analyzes current administrative practices and develops and implements effective and efficient procedures to enhance the delivery of services as defined by best practices and supported by measurable standards.

### Supervision of Administrative Units

Directly supervises the managers in the offices of the Center for Academic Advisement and First Year Experience, admissions and recruitment, athletics and intramural recreation, the Cahill Career Center, the Educational Opportunity Fund program, financial aid, marketing and web administration, student affairs, and residence life; responsible for the overall supervision of student affairs including campus ministries, center for counseling and health services center for student involvement, office of specialized support programs, and student conduct; reviews and evaluates operational activities; provides guidance and counsel; in consultation with unit managers, develops performance standards and conducts performance evaluations.

### Expectations

Supports the mission of the College; supports and actively facilitates strategic recruitment, enrollment and retention/engagement initiatives; demonstrates transparency and fairness in personnel decisions; conducts divisional affairs with fiscal prudence and ethical managerial leadership; collaborates closely with the Office of Communications and Public Relations and other professionals on an integrated communications strategy that supports the College's strategic planning and includes marketing efforts designed to attract and retain students; works

cooperatively with the Foundation to develop relationships and raise funds and scholarships for the College; serves on Deans Council, Provost's Council, President's Advisory Council , and Graduate Council; participates in College-wide events such as Commencement, Opening Convocation, State of the College Address, Founders Day, and other College-wide celebratory events; maintains regular business hours as well as periodic evening and weekend commitments as College needs dictate.

### **REQUIREMENTS:**

Seven to ten (7-10) years of higher education experience with five (5) years in a leadership role in Enrollment Management/Student Affairs.

### **EDUCATION AND EXPERIENCE:**

Master's degree in education or related field.

Progressively responsible senior level experience in enrollment management and student affairs. Demonstrated experience integrating student affairs and enrollment management.

### **ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:**

Analytical , data-driven and results-oriented ; Competence in utilizing data driven strategies at the institutional, division and unit levels to evaluate and assess programs and services, focusing on student retention and success.

Committed to affirmative action and inclusion and diversity.

Proven team player with a keen understanding of the culture of a college campus and the liberal arts, a commitment to collaboration and shared governance, and the ability to lead effectively across divisions and in a unionized environment.

Ability to crystallize complex enrollment and student affairs information into lay terms and effectively articulate the College's mission and brand promise to a wide range of internal and external audiences.

High energy with a collaborative style, unquestionable integrity, vision, flexibility, creativity, and sense of humor; Ability to mentor staff and advance a culture of service and collaboration with campus and system constituencies

Record of effective and innovative leadership in policy development, strategic planning, diversity programming, and first-generation student engagement programming

Demonstrated ability to manage a large and complex organization and budget.

Demonstrated knowledge of enrollment management/student affairs theory and a broad range of national trends and best practices in student affairs programs and services, enrollment and recruitment.

Proven ability to create a climate responsive to student concerns.

Excellent communication skills, including the ability to effectively listen to all points of view, build consensus on initiatives and issues, and inform others of policies and plans.

**EEO Statement:**

Ramapo College is an Affirmative Action/Equal Employment Opportunity Employer. Ramapo has a long history of advocating, advising, and supporting diversity, equity, and inclusiveness. Examples can be found in its mission statement, strategic plans, degree and course offerings, community outreach programs, the Diversity Action Committee offerings, and the other numerous diversity conferences and programs. Ramapo's commitment to diversity and inclusion is infused across all facets of the College; where the environment is welcoming, dedicated to social justice, respectful of freedom of expression, focused on educating and having an ongoing conversation regarding cultural competence and the benefits and importance of diversity.