



Assistant Vice President for Enrollment Management

DEPARTMENT: Enrollment Management

SUPERVISOR: Vice President for Enrollment Management

GENERAL JOB DESCRIPTION

The Assistant Vice President for Enrollment Management will be the right-hand to the Vice President for Enrollment Management and will support all aspects of Enrollment Management. This includes forecasting/budgeting, system processes, development, contract management, documentation, and project management. This position will be the lead on all new strategic alliances, partnerships and projects to ensure a smooth and streamlined implementation. This individual will have departments within enrollment management be in their direct oversight as well.

MAJOR DUTIES AND RESPONSIBILITIES

- Determine and define project scope and objectives to ensure the overall project is aligned and supports the strategic objectives.
- Predict and manage resources needed to reach goals, in an effective and efficient manner;
- Full project life cycle ownership: successful project delivery will include full implementation from initiation to deployment for one or several initiatives
- Lead teams to deliver projects that span across one or more departments on campus
- Develop and manage a detailed project schedule, work plan and comprehensive project documentation;
- Track project costs in order to meet budget (if applicable);
- Provide status reporting regarding project milestones, deliverable dependencies, risks and issues, communicating across leadership
- Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence
- Manage contracts with vendors by assigning tasks and communicating expected deliverables;
- Continue professional development and utilize industry best practices in order to keep abreast of emerging technologies, methods and techniques. Gather appropriate data and analyze it in order to make appropriate recommendations and decisions;
- Motivate and train staff to achieve goals both individually and as a team;
- Highly knowledgeable of the University's mission, history, curriculum, courses, academic policies and faculty;
- Work well with other constituents across campus on projects and the development of strategic alliances;
- Cultivate relationships with external constituencies for the advancement of the University's mission; and



- Perform various other duties as assigned.

QUALIFICATIONS FOR THE JOB

- Master's degree required;
- Minimum of eight years of progressive responsibilities in Enrollment Management. Previous experience as a Director;
- Proven ability to work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence.
- History of project management;
- Demonstrated ability to establish relationships and collaborate collegially and effectively with diverse students, staff, faculty, administrators and the community;
- Solid organizational skills including attention to detail and multitasking skills;
- Self-motivated, decisive, with the ability to adapt to change and competing demands
- Excellent written and verbal communication skills;
- An understanding of the innovative uses of technology; and
- An understanding of and commitment to Tiffin University's Vision, Mission, and Values.

KEY COMPETENCIES

Interdependence: Fosters collaboration

Communication: Strong decision making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Entrepreneurship: Influences and Inspires

QUALIFIED APPLICANTS

Qualified applicants should forward a cover letter, resume along with references via email to

Dr. Amy Wood, Vice President for Enrollment Management at tuemployment@tiffin.edu



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.



NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.

Tiffin University is an Equal Opportunity Employer