

MURRAY STATE COLLEGE
Tishomingo – Ardmore, Oklahoma

Job Description
Assistant Vice President of Enrollment Management

General Description/Primary Purpose

The Assistant Vice President of Enrollment Management provides leadership and expertise for enrollment management services and will bring strategy, vision, and creativity to college-wide enrollment at Murray State College.

Classification: Administrative

Salary: Commensurate with qualifications, education, and experience. Full fringe benefits are included as part of the salary package

Appointment: 12-month appointment

Experience/Skills:

- Excellent written and oral communication skills.
- Leadership and administrative experience.
- Demonstrated ability to operate a computer and be proficient with various software programs associated with this position and a solid experience with technology.
- Knowledge of HLC, OSRHE, and federal requirements.
- Knowledge of quantitative and qualitative research and ability to advance a culture of data-based decision-making.
- Knowledge of federal and state laws and reporting requirements.

Expectations:

- Communicate effectively within the department, the college chain of command and with external constituencies.
- Demonstrate a passion for outstanding customer service and student success.
- Maintain a neat, well-groomed, and professional appearance at all times while performing responsibilities.
- Model an upbeat, positive, and engaging attitude with a solution-oriented, entrepreneurial approach.

Description of Duties and Tasks:

Essential Job Functions:

- Provide leadership and supervision to enrollment services departments, including Admissions & Recruitment, Registration, Veteran Services, and Academic Advisement
- Collect and analyze enrollment data in order to produce and disseminate timely, accurate and relevant information to be used by groups within the institution

- Continually evaluate all areas of Enrollment Management for improvement. Take responsibility for the continuous review and development of processes and procedures for the offices under the Enrollment Management purview. Oversee the effectiveness and integrity of our student information system ERP as it relates to admissions, student registration, transcripts/student history, and historical preservation of our data
- Provide leadership in the preparation and management of budgets within areas of supervision
- Represent the college on various councils and committees
- Effectively represent the college in the community
- Regularly analyze data, enrollment trends, and national demographics to shape, guide, and direct enrollment planning and objectives
- Develop collaborative relationships with members of the campus community, creating partnerships with various constituents regarding recruiting and retaining students
- Develop comprehensive messaging to students and families at all stages of the enrollment process.
- Promote personal interactions with prospective students and their families
- Develop recruitment and admission initiatives to meet enrollment targets

Other Administrative Responsibilities:

- Recommend to the Vice President any related policies and procedures
- Provide leadership to persons, activities, and programs in areas of responsibility.
- Make regular recommendations to the Vice President for improvement of the college's services
- Demonstrate experience, or willingness to work effectively in a culturally diverse workplace and/or serve clientele from a variety of racial and cultural backgrounds
- Develop and maintain an attitude of service toward students, coworkers, and others.
- Participate in community service activities and programs
- Accept other responsibilities as assigned by Murray State College

Other Ergonomic Requirements:

Performance of job functions related to instruction requires some amount of stooping, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

This is a full-time administrative position. Hours worked are coordinated with the VPAA&SA. Generally, weekday (Monday through Friday). This position will require some after-normal business hours' availability. Evening and weekend activities or events will be required. Other professional activities may be scheduled in accordance with college policy and in cooperation with the Office of Academic Affairs.

Qualification Standards:

- 1. Minimum Educational Qualification:** Master's Degree in related field required.

2. **Preferred Experience:** A minimum of five years' successful collegiate experience, leadership and administrative experience

3. **Licenses:** Valid Oklahoma Driver's License, or willingness to obtain.

4. **Professionalism:** Employees of MSC are expected to demonstrate dedication to students and to show professional competence, integrity and enthusiasm in the performance of all responsibilities.

5. **Image:** MSC employees are expected to maintain a neat, well-groomed, and professional image at all times.

6. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

7. **Internet:** To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.

8. **NIMS:** NIMS Leadership role training is required for this position. Please log on to the FEMA website at: <http://www.fema.gov/training-0#item1> to complete your training online. Once completed you may provide a copy to the Office of Human Resources for inclusion in your personnel file.
 - IS-100.HE
 - IS-700.a
 - IS-800.b
 - IS-200.b
 - ICS-300
 - ICS-400

Application Process: Applicants must submit the following:

1. Letter of Application
2. Résumé
3. Three letters of recommendation or up-to-date college placement file with at least three recommendations.
4. Official Transcript(s) for all college coursework.

Submit application materials to: Human Resources Office
Murray State College
One Murray Campus
Tishomingo, OK 73460
humanresources@mscok.edu
Telephone Number: (580) 387-7151

Application Deadline: The review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.