



AMERICAN UNIVERSITY

W A S H I N G T O N , D C

VICE PROVOST FOR ENROLLMENT

American University seeks a Vice Provost for Enrollment. This is a new position that unifies recruitment and admission programming for undergraduate, transfer and international students, as well as student financial aid, and support units including information technology systems, marketing and communication, and fiscal and administration in an enrollment management framework. The position reports to the Provost.

American University is a leader in global education, enrolling a diverse and academically able student body from throughout the U.S. and nearly 140 countries and providing opportunities for academic excellence, public service, and internships in the nation's capital and around the world. A short distance from Washington's centers of government, business, research, commerce, and art, the 84-acre traditional-style main campus is located in a scenic residential area of northwest Washington. Originally planned by *Frederick Law Olmsted*, the noted architect of New York City's Central Park, AU's campus was designated a national arboretum and garden in 2003.

The University is seeking an experienced, accomplished and enthusiastic Vice Provost for Enrollment to:

- ◆ Provide counsel on enrollment topics to the Provost and President while leading the unit and balancing the needs of the enrollment division.
- ◆ Help shape the university's strategic enrollment goals through the strategic planning process
- ◆ Bring leadership, vision, expertise, integrity, and energy to the enrollment division and shape an enrollment program that is innovative and successfully meets the University's strategic enrollment goals;
- ◆ Work in close relationship with the academic units, engage faculty, senior leadership, staff and students in the enrollment effort in appropriate and productive ways;
- ◆ Make data-informed decisions for allocating staff and financial resources toward both traditional and creative tactics for the achievement of enrollment goals;

- ◆ Strengthen the marketing activities of the unit and work closely with the university's central marketing and external communications office
- ◆ Maintain fiscally responsible leadership for and strategic management of the financial aid program while advancing the University's need for revenue;
- ◆ Actively advance the University's commitment to diversity in all enrollment activities; and
- ◆ Serve as an articulate and enthusiastic spokesperson for American University.

Required Qualifications: Significant (10 years) senior management experience in successful enrollment programs with integrated admissions and financial aid operations. Successful experience in admission including aggressive, national recruitment and selection experience; financial aid, strategic management of aid and aid administration; communications/marketing; strategic planning for enrollment, including budget forecasting and unit fiscal management; demonstrated analytical skills; success in redefining an enrollment program to reflect the strategic plans and goals of the institution.

Required academic qualifications: BA/BS. Preferred: Advanced degree. Strong communication and interpersonal skills, and evidence of advanced analytic capabilities and utilization of data for development of tactics required.

The position will remain open until filled.

Suggested application deadline: 2007

Direct nominations and applications to:

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NO PHONE CALLS, PLEASE

An EEO/AA university