

Randolph College
Lynchburg, VA
Vice President for Enrollment Management

Randolph College seeks an experienced and innovative admissions professional for the position of Vice President for Enrollment Management. For over 115 years Randolph College was known as Randolph-Macon Woman's College, one of the South's top institutions for women. In 2007 the College officially changed its name to Randolph College and, as part of this historic decision, admitted men to the class of 2011. Currently, thirty-six percent of the students enrolled at the College are men. Randolph College is a strong residential liberal arts institution with a focus on global education. Its 500 undergraduate students represent 36 states and 30 different countries and reflect the College's rich tradition of global learning.

Reporting to the President, the Vice President for Enrollment Management provides leadership and direction for the offices of admissions, student financial services, and student success. The Vice President oversees the development and implementation of the College's recruitment, admissions, financial aid, and retention policies and practices. The Vice President is expected to work closely with key institutional stakeholders to refine a recruitment plan for the College which creates a strong and consistent link between the College's external communications and overall enrollment goals. The new Vice President will also oversee and evaluate financial aid policies and practices to ensure strategies support the College's enrollment and net tuition revenue goals and will work closely with student affairs and academic affairs to craft a comprehensive campus-wide retention program. This position manages a staff of 20 and serves as the division budget officer.

The successful candidate will possess a bachelor's degree, a master's degree is preferred, with progressively responsible experience within admissions, financial aid, or enrollment management. The new Vice President will ideally possess expertise in developing and implementing strategies for marketing and outreach to students, including international, transfer, and graduate students, with a successful record of administration in short and long range planning, budgeting, and program development, and with knowledge of strategic enrollment management that includes retention planning. The Vice President for Enrollment Management is expected to work closely with faculty, students, parents, alumnae, staff, and administrators and be a collaborative and contributing member of the President's senior staff.

Review of applications will begin March 5, 2010 and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the SJG website at www.spelmanandjohnson.com under the link Open Positions. Confidential inquiries and nominations for this position may be emailed to Martha Smiles at mhs@sjgsearch.com. If you are unable to submit materials electronically, please call SJG at 413-529-2895.

SJG — The Spelman & Johnson Group
Randolph College – VP Enrollment
Martha Smiles – Senior Search Associate

Visit the Randolph College website at www.randolphcollege.edu

Randolph College is an Equal Opportunity Employer.