

JOB OPPORTUNITIES

Vice President Strategic Enrollment Management

Posted June 10, 2016

Capital University invites nominations and applications for the position of vice president for strategic enrollment management (VPSEM). The VPSEM will join Capital University's newly appointed President, Dr. Elizabeth Paul, in launching a new era of planning and innovation at the University, while providing strategic leadership to an enrollment management division of nearly 50 individuals and an operating budget of \$1.5 million. This position is responsible for admission to Capital's undergraduate program, Law School, the adult and graduate education programs, and the English as a Second Language (ESL) program, each of which has its own director.

Capital University is a mid-sized, four-year undergraduate and graduate school of nearly 3,500 students whose main residential campus is in the greater Columbus community of Bexley, and whose Law School is located four miles west in the heart of downtown Columbus, the nation's 15th largest city. Capital's mission, to transform lives through higher education, is rooted in its 1830 founding by the Lutheran Church and in the 1850 charter granted by the Ohio legislature.

The new VPSEM will provide leadership for several key areas of the University community, including three currently separate and distinct admission offices.

- The traditional undergraduate admission office is responsible for recruiting first-year, transfer, and ESL students to what has been an average incoming class of 750 over the last eight years. This outcome has included the largest class in Capital's history in 2010 and the most diverse class in 2015.
- The adult and graduate admission office is responsible for enrolling and supporting students in undergraduate populations (evening adult degree completion, education licensure, and accelerated nursing programs) and graduate programs (Master of Business Administration, Master of Music in Music Education, Master of Science in Nursing, and newly approved Master of Arts in Education).
- The law admission office handles recruiting for the Juris Doctor students and graduate law programs. Capital Law School enrollments reflect the national trends of recent years.

Central to the new vice president's success at Capital will be her/his ability to think strategically, to integrate all aspects of enrollment management operations into an effective whole, and to work collaboratively. This collaboration will be essential in influencing student success, retention and persistence, graduation rates, financial aid modeling and planning, branding and marketing, and the engagement of all campus constituencies in the enrollment program.

Prospective candidates are encouraged to review the VPSEM Search Profile, which contains more information on the nature of the opportunity and the application process at: <http://www.capital.edu/VPSEM>

Although applications will be accepted until the new Vice President is selected, candidates should plan to submit materials by Friday, July 29, 2016, for the most favorable consideration. All inquiries should be directed to: **Thomas B. Courtice, Ph.D., Search Consultant, tom.courtice@gmail.com**, who is assisting with the search.

Capital University is an equal opportunity employer. Qualified minorities, women, and individuals with disabilities are encouraged to apply.