Vice President for Enrollment Management

Tusculum College, a Presbyterian USA, liberal arts, coeducational institution of higher education located on a scenic 140-acre campus in the Great Smoky Mountain region of Greeneville, Tennessee, invites applications and nominations for the position of Vice President for Enrollment Management. Responsibilities include the recruitment, enrollment and retention of residential and adult undergraduate and graduate students, financial aid, and student services for the main campus and three off-site locations in Knoxville, Morristown and Gray. Tusculum College has a residential population of approximately 930 students representing 29 states and 17 foreign countries, and an additional 1120 adult undergraduates and 200 graduate students enrolled in programs designed for working adults. The academic programs for both traditional-aged students and working adults served through the Graduate and Professional Studies programs are delivered using focused calendars whereby students enroll in one course at a time. Students can choose from over 30 areas of study, more than 40 clubs and organizations, and participate in 14 NCAA Division II athletic teams.

The successful candidate will have a minimum of five years’ experience in enrollment management; a proven record of success in enrollment management and student services including: a sophisticated understanding of pricing and financial aid leveraging and the ability to optimize institutional, state, federal and other financial resources to meet enrollment goals; a working knowledge of regulations that impact scholarship, financial aid and loan distribution; experience with database software and information systems (EMAS experience a plus); an aptitude for marketing best practices, recruitment and admissions processes to include funnel management, packaging philosophies, contact management, advertising and up-to-date and emerging best practices in enrollment management; excellent communication skills to build and sustain coalitions with key constituents both on and off campus; an interest in, and commitment to, diversity, community involvement, globalization, and leadership development; and a high level of personal and professional integrity. A master’s degree is required; doctorate preferred.

The successful candidate will join a team of Vice Presidents who are energetic and committed to collaboration, transparency and shared ownership of strategic vision and direction. As one of four College vice presidents who report directly to the President, the Vice President for Enrollment Management participates actively in senior-level decisions regarding College priorities and policies.

HOW TO APPLY:
To apply, send a cover letter, current resume and three references to: Vice President for Enrollment Management Search, Attn: Human Resources, Tusculum College, P.O. Box 5093, Greeneville, TN 37743 or email to: tcresume@tusculum.edu. Review of applications will begin immediately and continue until the position is filled. EOE