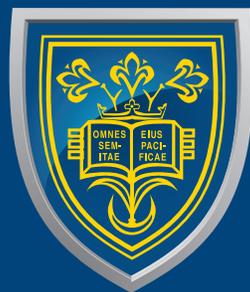


The College of
St. Scholastica



Position Profile Vice President for Enrollment
Management and Student Affairs



Position Profile: Vice President for Enrollment Management and Student Affairs

December 2021

Opportunity Overview

The College of St. Scholastica (CSS), a regional Catholic Benedictine comprehensive institution in Duluth, Minnesota, seeks a highly experienced leader and manager to join its President's Cabinet as the Vice President for Enrollment Management and Student Affairs. The Vice President for Enrollment Management and Student Affairs has overall responsibility for leading recruitment, enrollment, student persistence and success. As a strategic and innovative leader, the Vice President will champion a holistic and inclusive learning environment for the College's learners (undergraduate, graduate, online, and in-person) that is connected to the classroom and student life outside of it. The Vice President will lead the College's strategic enrollment management and student success/retention plan that supports the College's mission and contributes to the ongoing success of the College and those it serves.

The Position

The Vice President for Enrollment Management and Student Affairs reports to the President and serves as a strategic partner to St. Scholastica leadership. As an active member of the President's senior leadership team, the Vice President for Enrollment Management and Student Affairs develops and champions the student success initiatives under the College's strategic plan, "St. Scholastica 2025" and advances the goals of the College's Inclusive Excellence (IE) strategic plan, in partnership with the Chief Diversity Officer (who leads the IE plan) in the areas of admissions, marketing, financial aid, athletics, and all areas of student affairs.

With responsibility for close to 120 staff members and a budget of approximately \$21 million dollars, and a \$35 million-dollar financial aid budget, the Vice President will perform with unquestionable integrity, be an outstanding communicator, a strategic thinker who possesses strong and effective interpersonal skills that engender trust and cultivates collaboration, and most importantly support the goals, values and mission of The College of St. Scholastica.

The Vice President for Enrollment Management and Student Affairs partners and collaborates with the Vice President for Academic Affairs and faculty members on academic program development, enrollment activities, marketing campaigns, and coordinating Student Affairs programs across Academic Affairs to include new student programs, transition to college, academic planning, career development, coordination of education and support services to students, as well as all aspects of the holistic student experience. In addition, this position is responsible for:

- Fostering the College's commitment to student access, affordability, and success by actively building a strong sense of community, and promoting engagement in the life of the College.

- Creating an environment of hospitality and inclusiveness, and support for the College's diverse student body.
- Providing leadership and direction in the administration of a comprehensive range of services, policies, and procedures to support holistic student learning and success.
- Developing a shared responsibility for student learning in which Enrollment Management and Student Affairs staff members identify ways to shape and support proactive services for changing demographics at the College.
- Developing and implementing programs to promote and support the professional development of staff members. Managing complex operations and financial budgets; provides leadership and management, ensuring compliance with federal, state and College policies.
- Working with the Board of Trustees and various Board Committees and for promoting the development and growth of the College.

Reporting directly to the President and serving as a member of the President's Cabinet, the Vice President for Enrollment Management and Student Affairs is a seasoned administrator who will oversee the following areas:

- Admissions
- Financial Aid and OneStop Student Services
- Marketing
- Residence Life and Housing
- International Programs
- Center for Equal Access
- Academic Access and Support
- TRIO
- Veterans Office
- Student Health, Counseling Services and Wellness
- Athletics and Recreation
- Title IX
- Campus Ministry

About The College of St. Scholastica

The College of St. Scholastica was founded as a Catholic institution in 1912 to educate women primarily in nursing, education, and social work. Today, St. Scholastica is a co-educational, independent, comprehensive institution of higher learning offering undergraduate and graduate programs under the sponsorship of the Benedictine Sisters, who continue to have a strong presence on campus.

The College of St. Scholastica aspires to be a diverse and inclusive academic community of excellence, grounded in the rich Catholic Benedictine heritage, sending forth thoughtful leaders sharpened and sensitized by the liberal arts, who are prepared and committed to serve and transform the world. This is accomplished through the mission of providing intellectual and moral preparation for responsible living and meaningful work.

The College was an early adopter of non-traditional student education, offering degree completion programs in the early '90s and fully online degree programs soon after. The Duluth campus remains home to traditional undergraduate and graduate programs, including more than 100 majors and minors. Overlooking Lake Superior, the 186-acre Duluth campus is in a beautiful setting with a mix of new and historic buildings. Campus buildings include the expanded Science Center, Burns Wellness Commons, and the iconic Tower Hall, as well as a library, chapel, 500-seat auditorium, black-box theater, and on-campus dorms, suites, and apartments. In addition, the College has the Health Science Center off campus in Duluth which houses our Allied Health programs, a site in St. Cloud which is home to additional health care programs, and locations in community colleges throughout the state.

The College Today

The College serves students in undergraduate and graduate degree programs throughout six schools—nursing, arts and letters, business and technology, education, health sciences, and sciences. The College offers programs in Duluth, at seven satellite campuses throughout Minnesota, and online, the College is home to 3,512 graduate and undergraduate students in 91 programs. In Fall 2021, there were 2,144 undergraduate students, 1,486 of them in our traditional program on the Duluth campus. 1,368 students were enrolled in graduate programs. There were 470 undergraduate and 737 graduate students in fully online degree and certificate programs.

Our Students

The undergraduate and graduate student body at the College comes from 49 states (plus the District of Columbia and Puerto Rico) and 27 countries. St. Scholastica has been strategically increasing its diversity, with 18% of the overall student body coming from historically under-represented groups. The College is deeply committed to being a place of access and opportunity. First-generation students comprise 30% of the traditional undergraduate student body. Women make up 72% of our total student body and 65% of our traditional undergraduate students.

The College has 22 NCAA D-III intercollegiate sports teams in the MIAC division, which are strong drivers of traditional student enrollment, with 30% of undergraduates competing as student athletes. Men's sports include baseball, basketball, cross country, football, ice hockey, Nordic skiing, soccer, tennis, indoor and outdoor track and field, and golf. Women's sports include softball, basketball, cross country, ice hockey, Nordic skiing, soccer, tennis, indoor and outdoor track and field, volleyball, and golf. There is also strong participation in intramural and club sports.

The Performing Arts also play an integral part in student life, with more than 20 musical ensembles and a vibrant theater program. Twenty percent of undergraduate students participate in the performing arts.

Benedictine values

The College is guided by our five core Benedictine values, drawn from the Rule of St. Benedict, which are at the heart of the College's mission and animate the student experience.

Community

Sharing responsibility to create and support community. Creating a climate that promotes a sense of community while valuing the uniqueness of the individual. Manifesting an ability to adapt to circumstances without compromising our values.

Hospitality

Creating a welcoming atmosphere personally and institutionally. Listening and responding sensitively to all. Extending warmth and acceptance to all. Welcoming new ideas and being open to change.

Respect

Cherishing and promoting the worth of all human life. Treating people with dignity and reverence without regard to age, gender, race, minority, sexual preference or economic status. Honoring and supporting the spirituality of each person. Valuing the dignity of all work. Promoting participation of all people in the decisions affecting their lives.

Stewardship

Using human resources responsibly. Providing wise and respectful use of all material and monetary resources. Promoting prudent use of resources and energy. Finding time for work, play and prayer in daily life, which will promote physical, mental and spiritual growth.

Love of learning

Preserving the intellectual and material heritage entrusted to us by past generations. Transmitting the treasures of human culture to new generations. Creating scholarly, artistic and scientific works that enrich and enlarge human life. Integrating thought and action as complementary aspects of a full human life.

Inclusive Excellence

Informed by its Catholic Benedictine heritage and Catholic social teaching, the institution has long expressed its commitment to an inclusive and welcoming community where diversity is valued in all its forms. St. Scholastica believes that equity and inclusion are key to academic excellence and the success of all students. Inclusive Excellence is central to our missions as a Catholic Benedictine learning community. An intentional focus on equity, diversity and inclusion at all levels of the College is essential to our mission as a Catholic Benedictine institution. Inclusion is at the very heart of what it means to be an institution committed to Catholic social justice.

The College recognizes the fact that a diverse student body deeply benefits all students. Through exposure to a range of cultures, perspectives, and ideas, students build the cultural fluency needed to live, work and excel among people from varying groups within the U.S. and globally. For St. Scholastica, Inclusive Excellence goes beyond accepting differences; the goal is to cultivate a campus environment where students, faculty, and staff of every background and experience can thrive. The College has engaged in deliberate strategies for the past decade to infuse equity and inclusion throughout its community. Candidates are encouraged to view the Statement on Inclusive Excellence at go.css.edu/inclusiveexcellence and go.css.edu/execsummary.

Leadership

The College of St. Scholastica is guided by a Board of Trustees. In addition to elected members, the Board includes the President of the College, the President of the Benedictine Sisters Benevolent Association and four additional Sisters appointed by the Monastic Council, the President of the Alumni Association, a student appointed by the Student Senate, a faculty member elected by the Faculty Assembly, and a representative of the staff elected by the Staff Council.

The Vice President for Enrollment Management and Student Affairs reports to the College President, Dr. Barbara McDonald who became St. Scholastica's 13th president on August 5, 2019. President McDonald's leadership style is described as being adaptable, collaborative, and transparent, with a focus on building relationships. President McDonald embraces "servant leadership", collaboration and transparency in decision-making, and has effectively worked to build trust across the organization since she joined the College. She encourages her Cabinet members and administrators to practice deep listening skills to ensure that everyone has a voice. The administrative team has a wide representation of strengths and works collectively to support one another and provide the strategic direction for the College. Core to the work, the team leads with the College's values and with a focus on student success.

Engagement and Inclusion

- Promotes effective communications across the campus.
- Breaks down working "silos" across the institution.
- Offers opportunities for faculty, staff and students to provide input to the VP EM/SA on enrollment and student success initiatives.
- Provides transparency for faculty, staff and student constituents.
- Creates a culture of inclusion among staff to actualize the College's enrollment and student affairs priorities.

Board and External Relations

- Staffs and provides information and analysis to the Board of Trustees and the Board's Enrollment, Marketing, and Student Experience Committees.
- Ensures that the Board of Trustees is informed and confident about the areas of responsibility of the Vice President for Enrollment Management and Student Affairs.

The Candidate

Education and Experience

- A Master's degree is required in higher education, educational leadership, student personnel administration, or a related discipline. Doctoral degree preferred.
- Extensive administrative experience in progressively responsible positions involving enrollment and/or student affairs areas for a minimum of five years in a college or university setting.
- Commitment to the College's Catholic Benedictine tradition, heritage and identity, and to diversity, equity, and inclusion.

Essential Qualifications

- Demonstrates a record of strategic thinking, data-driven decision making, and short and long-term planning skills.
- Possesses a proven record of advocacy and commitment to diversity, equity and inclusion and an unwavering dedication to student learning and success.
- Possesses financial management acumen and proven ability to analyze and interpret statistics and data.
- Demonstrates excellent interpersonal communication skills that show openness, transparency, consistency, receptiveness, persuasive influencing, and an enthusiasm about the important work at hand.
- Honors, celebrates, and actively supports St. Scholastica's Catholic Benedictine identity.
- Is an inspirational leader who encourages professional development, creative thinking, and innovative best practices to ensure an exceptional student learning experience.
- Has a demonstrated ability to work collaboratively and effectively with internal and external groups and communities.

Preferred Qualifications

- A doctoral degree in higher education or related field.

Personal / Professional Characteristics

- Impeccable commitment to operating with high standards of ethics and integrity, professionally and personally.
- Strong interpersonal skills with the ability to deal effectively with faculty, staff, administrators and students, as well as the Board of Trustees and other members of the St. Scholastica community.
- Demonstrated ability to establish credibility and trust with broad and diverse constituencies.

- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of diverse backgrounds.
- Commitment to excellence in achieving the division's goals and supporting strategic initiatives.
- Effective problem-solving skills and the ability to engage others to address complex issues collaboratively.
- Strong leadership skills to establish vision and inspire and motivate others to achieve extraordinary results.
- Able to provide strategic leadership in areas relating to finance, employees, and students.
- Demonstrated strong understanding of and commitment to the Benedictine values, as well as the Catholic legacy of intellectual curiosity.
- Ability to adjust to constant change.
- Strong leadership and effective management skills to lead diverse departments, organize and direct the work of others, and develop team members.
- Poised under pressure and able to maintain a sense of balance in stressful situations.
- Ability to balance competing demands and multiple responsibilities, making progress on long-term projects and addressing urgent needs.
- Demonstrated ability to work collaboratively with peers and subordinates and effectively with other internal and external constituents.
- Excellent verbal and written communication and interpersonal skills.
- Proven commitment to inclusive excellence.

About Duluth

Duluth is a beautiful and vibrant city of 86,000 in a metropolitan area in excess of 150,000 set on the shores of Lake Superior, the largest freshwater lake by surface area in the world. Duluth's mayor, Emily Larson, is an alumna, having earned her bachelor's degree in Social Work from the College.

For outdoor enthusiasts, Duluth offers four seasons of first-rate opportunities: beaches, bike paths, jogging trails, ski resorts, cross-country skiing trails, boating and fishing sites, and rinks for skating, curling, and hockey. The Boundary Waters Canoe Area Wilderness is an easy drive. *Outside* magazine has recently named Duluth as the no. 1 "Outside City" in the U.S. and the no. 2 "Best Adventure Hub" in the world. The nonprofit American Institute for Economics ranked Duluth as one of America's best small metropolitan areas for college students. Duluth was also recently featured in the book *Our Towns: A 100,000-Mile Journey into the Heart of America* and on *CBS Sunday Morning* as an "American Town on the Rise." Similarly, the travel site DreamPlanGo named Duluth in the Top Ten of America's Most Scenic College Towns.

Residents of Duluth enjoy a reasonable cost of living. The city has a thriving arts scene, a growing craft district, and more acres of municipal public parks than any other city in the country.

For more information on Duluth, go to visitduluth.com or destinationduluth.org.

How to Apply

Equal Opportunity Statement

The College of St. Scholastica values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law. AA/EOE

For Those Requiring Disability Accommodation:

At St. Scholastica, no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the College. If requested, St. Scholastica will provide reasonable accommodation to applicants in order to provide access to the application, interviewing and selection process. You are not required to note the presence of a disability on your application. If you require reasonable accommodation in the application and/or interview process due to disability, requests must be made in a timely manner.

Inquiries, nominations, and applications are invited. Candidates should complete the application and provide a resume, a letter of application that addresses the responsibilities and requirements described in the Position Brief, and the names and contact information of five references. References will not be contacted without prior approval of candidates.

For more information, contact the Search Committee Co-Chairs:

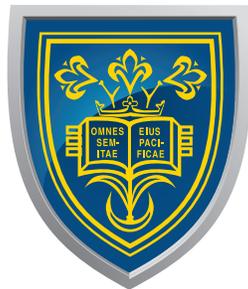
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Apply here:

<https://www.csshrjobs.com/postings/11508>

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