



Vice President of Student Services and Enrollment  
Management  
Cape Cod Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241574>

Downloaded On: Jul. 16, 2024 8:17pm

Posted Jul. 16, 2024, set to expire Aug. 11, 2024

**Job Title** Vice President of Student Services and Enrollment Management

**Department** Student Services and Enrollment Management

**Institution** Cape Cod Community College  
West Barnstable, Massachusetts

**Date Posted** Jul. 16, 2024

**Application** August  
**Deadline**

**Position Start** Available Immediately  
**Date**

**Job Categories** Vice-(President/Provost/Chancellor)

**Academic** Administration - Executive  
**Field(s)**

**Job Website** <http://capecod.interviewexchange.com/jobofferdetails.jsp?JOBID=178763>

**Apply Online** <http://capecod.interviewexchange.com/jobofferdetails.jsp?JOBID=178763>  
**Here**

**Apply By Email**

**Job Description**

**GENERAL STATEMENT OF RESPONSIBILITIES:**

The Vice President of Student Services and Enrollment Management (VPSS) provides strategic leadership fostering student success in overseeing the operations of Enrollment Management, Student Services and Community Standards. Enrollment Management comprises Recruitment, Admissions, Financial Aid, Military and Veterans Support, Registration, and Academic Advising. Student Services

Vice President of Student Services and Enrollment  
Management  
Cape Cod Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241574>

Downloaded On: Jul. 16, 2024 8:17pm

Posted Jul. 16, 2024, set to expire Aug. 11, 2024

comprises Student Access and Support, Advantage/TRIO program, Tutors, Peer Mentors, Massachusetts Inclusive Higher Education, and Perkins Programs. Community Standards comprise Student Engagement, Service Learning, and Student Code of Conduct. The Vice President is a lead liaison and College facilitator with the Racial Equity and Justice Institute. The VPSS directly supervises the Dean of Student Affairs, two Directors of Recruitment, the Registrar, Financial Aid Director, Military and Veterans Navigator Assistant Dean of Academic Advising, an Assistant Dean of Students/Director of Community Standards, and a Staff Assistant.

The VPSS collaborates with Enrollment Management, Strategic Marketing and Communications, and Institutional Research and Planning in forecasting and projecting enrollment and recruiting plans. This position also collaborates with the Vice President of Academic Affairs, the Deans, and Director of Institutional Research and Planning to analyze current retention rates and develop new practices to address achievement and equity gaps.

This position serves as a member of the President's Cabinet, regularly provides status reports to the Board of Trustees, and is involved in policy development and implementation. Working collaboratively in a union environment, the VPSS is a leader in strategic planning, monitoring our strategic goals, and fostering collaboration with faculty, staff, students, and community members promoting student success through best practices, current research, evaluation and assessment, and continuous improvement. Other responsibilities include a leadership role ensuring the College's adherence to NECHE's Standards of Accreditation and on-going reporting and reaccreditation requirements.

In addition to having the demonstrated knowledge, experience, and ability to plan, monitor, evaluate, supervise and provide collaborative leadership for Student Services and Enrollment Management, the successful candidate must exemplify a high degree of integrity, be solutions-focused with an entrepreneurial spirit to navigate and manage prudently to enhance a student-centered, diverse and collaborative college community and its mission.

**EXAMPLES OF DUTIES:**

1. Advises the President in formulating overall plans, policies, and procedures for the achievement of the College's Student Services and Enrollment Management goals. Serves on the President's Cabinet, Leadership Council and other committees as assigned; represents the President and the College in a variety of settings.
2. Participates in developing, implementing, and monitoring the College's strategic plan, particularly in areas related to student services, enrollment management, and the Board of Higher Education's Racial Equity Agenda.
3. Provides strategic leadership and direction for the College's enrollment management, student

Vice President of Student Services and Enrollment  
Management  
Cape Cod Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241574>

Downloaded On: Jul. 16, 2024 8:17pm

Posted Jul. 16, 2024, set to expire Aug. 11, 2024

services, and community standards plans and initiatives. Achieves measurable improvement in student retention and graduation rates ensuring student success in achieving goals through collective efforts.

4. Collaborates with Academic Affairs to affect shared initiatives and supervision of shared staff.
5. Facilitates the development, enhancement, and implementation of student services and delivering support to meet the diverse needs of credit and non-credit students at all College locations.
6. Enhances student satisfaction and engagement by providing integrated support and a seamless student experience in line with College's student-centered focus.
7. Identifies and eliminates barriers to student success, ensuring that students have the resources and support needed to achieve their academic and personal goals.
8. Develops and manages budgets for the Division; works closely with the Vice President of Finance and Operations and the Director of Grants to secure appropriate outside sources of funding.
9. Provides oversight in the administration of the student code of conduct, including but not limited to disciplinary and grievance processes.
10. Demonstrates a strong commitment to diversity, equity, and inclusion, serving as lead liaison with the Racial Equity Justice Institute and leading efforts with faculty, staff, students and community partners to close equity gaps.
11. Ensures implementation of and compliance with institutional policies and procedures, contracts, all regulatory and accrediting agencies/associations and ensures student services operations at all College sites are in accordance with the requirements of all appropriate agencies and governmental bodies.
12. Serves as an ambassador to various internal and external groups, fostering connections and collaborations through community engagement.
13. Assists with institutional assessment and data collection and analytics.
14. Uses digital communication tools, advancing the College's outreach and brand to internal and external constituents.
15. Leads, supervises, and evaluates direct reports across the Student Services and Enrollment Management Division providing leadership and on-going professional development towards creating a strong integrated team focused on quality and innovation in student support services. Fosters a culture of student-centeredness and accountability to the team and College.
16. Promotes and ensures collegial shared governance and maintains an environment of collegiality, collaboration, and shared ownership for the success of the College's students, faculty, and staff, and the institution.
17. Maintains a collegial working relationship with union leadership and knowledge of the union environment and collective bargaining agreements.

Vice President of Student Services and Enrollment  
Management  
Cape Cod Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241574>

Downloaded On: Jul. 16, 2024 8:17pm

Posted Jul. 16, 2024, set to expire Aug. 11, 2024

18. Maintains communication with counterparts across the Massachusetts Community Colleges as well as with other post-secondary institutions and community leaders.
19. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Earned doctorate or ABD with degree in progress.
2. Five years of progressively responsible college-level leadership experience, which includes student services and enrollment management administrative experience at the Dean level, preferably in a public, two-year institution.
3. Successful record of innovative leadership in a student services or enrollment management role with recent experience developing and implementing effective, high-impact practices related to student enrollment, engagement, persistence, and graduation success.
4. Proven ability to work effectively in a collective bargaining environment.
5. Demonstrated ability to collaborate with others across divisions to build effective relationships and increase student enrollment, retention, and graduation success.
6. Ability to prepare and administer a significant and complex budget.
7. Proven ability to make data-informed decisions that drive strategic objectives.
8. Experience and understanding in delivering, assessing, and integrating technically supported systems and services such as advising, tutoring, career, and transfer services to enhance the academic experience and increase student success.
9. Experience linking strategic planning with budgeting.
10. Strong and demonstrated commitment to the community college mission and vision as well as the philosophy of the College.
11. Demonstrated interpersonal skills.
12. Proficiency in oral and written expression.
13. Demonstrated commitment to the employment and development of an ethnically and culturally diverse faculty and staff and the recruitment and retention of an ethnically and culturally diverse student body.

**ADDITIONAL PREFERRED QUALIFICATIONS:**

1. Ten years of transformative, inclusive, and collaborative student support and enrollment leadership, with demonstrated success in developing and implementing effective and forward-thinking initiatives and platforms in a public higher education environment.
2. Distinguished record of higher education research, scholarship/presentations on leadership and/or student success and community engagement.
3. Previous teaching experience at the community college level.



Vice President of Student Services and Enrollment  
Management  
Cape Cod Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241574>

Downloaded On: Jul. 16, 2024 8:17pm

Posted Jul. 16, 2024, set to expire Aug. 11, 2024

**Equivalency Statement**

Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

**COMPENSATION:** Annual salary range of \$150,000 - \$175,00, dependent upon qualifications. Full-time, Non-Unit Professional position that includes participation in a comprehensive employee benefits program including option for membership in the Massachusetts State Employees' Retirement System.

**APPLICATION DEADLINE:** August 11, 2024

**APPLICATIONPROCEDURE:**

Interested candidates must apply online by visiting:

<http://capecod.interviewexchange.com/candapply.jsp?JOBID=178763>. The online application instructions include directions for uploading a cover letter and a resume.

Please visit our website at [www.capecod.edu](http://www.capecod.edu) for information on Cape Cod Community College.

***This appointment is subject to the FY2025 budget appropriation.***

Appointment subject to SORI (Sex Offender Registry Information), publicly accessible Massachusetts CORI (Criminal Offender Record Information) and national background checks.

*The College does not provide any measure of assistance for applicants who do not have the ability to work in the United States.*

**EEO/AA Policy**

Cape Cod Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable



Vice President of Student Services and Enrollment  
Management  
Cape Cod Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241574>

Downloaded On: Jul. 16, 2024 8:17pm

Posted Jul. 16, 2024, set to expire Aug. 11, 2024

statutes and College policies. Cape Cod Community College prohibits sexual harassment, including sexual violence. Inquiries or complaints regarding the Americans with Disabilities Act, the Rehabilitation Act and related statutes and regulations shall be directed to the College's Affirmative Action Officer. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action Officer or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Michelle Houlihan  
Human Resources  
Cape Cod Community College  
2240 Iyannough Road  
West Barnstable, MA 02668

**Phone Number** 7743304358

**Contact E-mail** mhoulihan@capecod.edu