

Associate Vice Chancellor for Enrollment Management & Dean of Student Success

DEPARTMENT: Administration

Employment Detail: Permanent, Full-Time, Start July 1, 2017

Applications received by April 28, 2017 will be guaranteed full review and consideration. Applications received after that date may be considered until an adequate applicant pool has been established.

DUTIES:

Reporting directly to the Provost/Vice Chancellor for Academic Affairs, the Associate Vice Chancellor for Enrollment Management/Dean of Student Success provides leadership and direction for all aspects of enrollment management and student affairs.

- **Associate Vice Chancellor for Enrollment Management:**
 - * Provides Leadership, Planning, and Supervision in the following areas:
 - Student Recruitment
 - Student Retention
 - Scholarships
 - Financial Aid
 - Other areas as directed
- **Dean of Student Success:**
 - * Provides Leadership, Planning, and Supervision in the following areas:
 - Counseling
 - Disability Services
 - Health Services
 - Academic Center for Excellence
 - International Student Support
 - Residence Life
 - Dining Services
 - Student Activities
 - Associate Students of Montana Tech (ASMT)
 - Other areas as directed

REQUIRED QUALIFICATIONS:

- Doctoral Degree from a regionally accredited university
- Minimum of two years' experience in higher education in the areas of student success and/or enrollment management.

REQUIRED SKILLS:

- Excellent written, oral, and public presentation skills
- Experience in developing and managing budgets
- Ability to effectively represent Montana Tech and the broad interests of Student Affairs/Enrollment Management with relevant local, state, and national entities.

PREFERRED QUALIFICATIONS:

- Strategic Enrollment Management (SEM) experience
- Title IX experience
- ADA experience
- Clery experience

To apply, please submit the following items:

1) Letter of application, 2) Resume', 3) Name and contact information for 3 professional references

The items listed above should be sent or e-mailed to:

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701
e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

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