



NOTICE OF VACANCY

Vice President of Enrollment Management

REPORTS TO: President

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Vice President of Enrollment Management will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Vice President of Enrollment Management reports directly to the President and is a member of the Executive Leadership Team. This individual is responsible for providing leadership for the College's enrollment services, which includes the enrollment management areas of admissions, financial aid, recruiting (including international recruiting), and veterans affairs, as well as public relations. This individual is also responsible for supervising the growth and operation of all satellite locations, which include the Greenville Higher Education Center, the Greenwood Center, and the Prison Education Program at the Mississippi State Penitentiary as well as other correctional facilities.

More specifically, the VP of Enrollment Management is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Coordinate the employment of and recommend to the President the employment, retention, placement, and transfer of personnel under the direction of areas supervised
- Cultivate and strengthen strategic relationships with community leaders and school district administrators through proactive engagement to expand participation in dual credit/dual enrollment and Middle College programs to increase enrollment and enhance the College's community impact
- Direct the development and implementation of long-range and operational financial plans within the Division of Enrollment Management to support the mission and planned development of the College
- Establish, implement, and monitor evaluation systems for programs and services within the areas of responsibility
- Implement and administer administrative goals and objectives as well as policies and procedures necessary to provide assigned services and functions to College departments and programs
- Lead efforts to grow and expand prison education offerings to all correctional facilities throughout the College's district
- Monitor key performance indicators (KPIs) for all areas of responsibility, leveraging data to track progress, identify trends, and implement evidence-based interventions to optimize enrollment yields and retention rates
- Oversee the activities and operations of assigned functions; ensure that operations meet the goals and objectives of the College and the needs of the students, faculty, and staff.

DUTIES AND RESPONSIBILITIES (cont.)

- Participate as a member of the College leadership team; prepare work programs, budget requests, and quarterly reports; prepare detailed reports on a variety of College management topics, as appropriate
- Provide visionary leadership for College operations at the Greenville Higher Education Center and Greenwood Center and lead efforts to grow enrollment and expand programs
- Provide visionary leadership for enrollment management departments of admissions, financial aid, and recruiting (including international recruiting), and veterans affairs
- Provide visionary leadership for public relations to collaboratively promote the College to all MDCC stakeholders
- Provide visionary leadership for the Prison Education Program at the Mississippi State Penitentiary
- Serve as a member of the Executive Leadership Team
- Serve on a variety of committees and task forces, both at the College and in the community as assigned including but not limited to representing the College as a member of the Mississippi Consortium for Higher Education in Prison Steering Committee and associated subcommittees
- Supervises employees to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations
- Utilize robust data analytics and reporting to inform strategic decision-making across enrollment management areas, ensuring that data-backed strategies drive continuous improvement and goal attainment
- Perform other duties as assigned by the President.

MANDATORY QUALIFICATIONS

- Must hold the minimum of a Master's degree from an accredited institution of higher learning.
- Five years of administrative experience with proven skills in communication, critical thinking, technology, and project management.

DESIRABLE QUALIFICATIONS

- Advanced certificate or Doctoral degree from an accredited institution in a discipline involving analysis, research, statistics, computer science, management, education, educational administration, or another demonstrably related area.
- A minimum of three years college administration experience primarily in the areas of Enrollment Management with a documented history of success.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to develop, carry out, explain, interpret, and enforce policy
- Ability to establish and maintain cooperative working relationships with internal and external personnel at all levels; and to facilitate cooperation through discussion and consensus building; analyze problems, identify alternate solutions, project consequences of proposed actions, synthesize information and implement recommendations in support of organizational goals
- Ability to maintain confidentiality
- Ability to provide leadership to implement institutional and divisional goals and strategic priorities
- Awareness of best practices in utilizing technology and student information systems (SIS) to enhance enrollment processes

KNOWLEDGE AND SKILLS REQUIRED (cont.)

- Comprehensive understanding of enrollment management best practices within a community college context
- Highly effective written and oral interpersonal communication skills
- Identify and respond succinctly and professionally to public, senior level administrative and Board of Trustees issues and concerns with college-wide impact
- Knowledge of budget management and financial planning within a higher education setting
- Knowledge of current trends and challenges in higher education, including familiarity with data analytics and reporting in enrollment management, such as key performance indicators (KPIs) for recruitment and retention
- Strong understanding of federal and state regulations related to higher education, financial aid, student privacy (FERPA)
- Understanding of marketing and communication strategies effective for community college student populations
- Understanding of strategic enrollment management (SEM) principles and the ability to develop and implement comprehensive SEM plans
- Verifiable ability to function as both a leader and a team member while performing assigned duties

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

TERMS OF EMPLOYMENT

This is a Full-time, 12-months, Exempt, and Administrator (AM) position

SALARY

\$90,000.00-\$115,000.00- based on experience

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

- MDCC Employment Application Form (**online only**)
- **Unofficial** College Transcript(s)
- Current Resume
- Valid Driver's License
- Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– April 1, 2026 at 5:00 p.m.