

Associate Vice Provost for Enrollment Management
University at Buffalo, The State University of New York

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Posted Jul. 3, 2024, set to expire Nov. 2, 2024

Job Title	Associate Vice Provost for Enrollment Management
Department	Vice Provost for Enrollment Management
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate Vice-(Provost/Chancellor)
Academic Field(s)	Enrollment Management/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/51188
Apply By Email	
Job Description	

Position Summary

The University at Buffalo (UB) Enrollment Management area seeks to hire an Associate Vice Provost for Enrollment Management (AVP). This is a key leadership position within the university, responsible for the strategic planning, oversight, and enhancement of Financial Aid services and the integrated student services offered at the 1Capen and 1Diefendorf one-stop shops. This role ensures these critical services support the university's mission to enhance student access, success, and retention, with the Director of Financial Aid and the 1Capen Strategic Operations Manager and Director of Graduate Enrollment Services directly reporting to this position. This position reports to the Interim Vice Provost for Enrollment Management.

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Key Duties and Responsibilities:

- **Strategic Leadership and Oversight:** Lead the development and execution of strategic initiatives to enhance financial aid and one-stop shop services. Directly oversee the Director of Financial Aid and the 1Capen Strategic Operations Manager, ensuring alignment with institutional goals.
- **Enhancing Student Support:** Drive initiatives that improve student access to financial resources and streamline services, thereby enhancing the student experience, satisfaction, and success rates.
- **Collaboration for Integrated Services:** Promote collaboration across various departments and divisions to ensure a seamless and integrated approach to student services, aligning with broader enrollment management objectives.
- **Data-Driven Improvement:** Use analytics to evaluate the effectiveness of services and strategies, implementing data-informed decisions to continuously improve student outcomes and service delivery.
- **Scholarship Strategy Development:** Develop and implement comprehensive scholarship strategies that align with university goals for diversity, equity, and inclusion. Analyze demographic trends and financial needs to create targeted scholarship programs that attract a diverse student body and support the university's academic excellence.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Enrollment Management area serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

Enrollment Management

The Enrollment Management division within the Office of the Provost, consists of the 1Capen, Office of Admissions, Arthur O. Eve Educational Opportunity Program, Data Analysis and Reporting, Financial Aid, Graduate Enrollment Services, International Admissions, Summer/Winter and the Strategic Content and Marketing Team. Enrollment Management also maintains collaborative relationships with other student support areas including Athletics, The Graduate School, International Education,

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Information Technology, Registrar, Student Accounts, Student Life and Student Success. In conjunction with these campus partners, Enrollment Management collaborates with our schools and colleges to lead UB's enrollment management strategy.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Master's degree in Higher Education Administration, Business Administration, or a related field with 3 or more years extensive experience in higher education administration, particularly in areas of financial aid and student services.
- Proven leadership ability in managing complex teams and operational functions.
- Strong analytical and decision-making skills based on data.
- Excellent communication and interpersonal skills for engaging a diverse range of stakeholders.
- Strong working knowledge of MS office applications required including Word, Excel, and PowerPoint.
- Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.

Preferred Qualifications

- Doctoral degree in Higher Education Administration, Business Administration, or a related field preferred.

Contact Information



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Please reference Academickeys in your cover letter when
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Contact

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