



A History of Successful Searches for Leadership in Higher Education

Vice President for Student Enrollment

Xavier University

Xavier University, a private coeducational comprehensive university located in Cincinnati, Ohio, invites inquiries, nominations, and applications for the position of Vice President for Student Enrollment. Founded in 1831, Xavier University provides a liberal arts education in the Catholic, Jesuit tradition to 3900 undergraduate and 2800 graduate students. Xavier is the third-largest independent institution in Ohio and one of 28 Jesuit colleges and universities nationwide. Xavier ranks second among 142 Midwest comprehensive colleges and universities, and first with a 90% freshman retention rate as well as with a 76% graduation rate. The student/faculty ratio is 13:1. Of the 813 freshman students enrolling in fall 2006, 57% are female, 43% are male, 19% are students of color, and 21% are first-generation students. A residential campus in an urban environment, the University houses 1768 students on campus. Institutional endowment is \$110m and the annual operating budget is \$151m.

The Vice President for Student Enrollment will be an integral part of a recent realignment of academic and student programs and services, resulting in a matrix-oriented structure that emphasizes effective collaboration and shared governance among all campus constituencies in order to facilitate student learning. This is an exciting and important opportunity to be part of an outcomes oriented University-wide change with high expectations that all members of the campus community will bring their talents and resources to bear in considering ideas that will provide the best preparation for Xavier students to assume roles as servant leaders for a global society.

Reporting to the President, and working very closely with the Academic Vice President and Provost, the Vice President for Student Enrollment provides dynamic, collaborative, idea-focused leadership for the offices of Undergraduate Admissions, Graduate Support Services, Financial Aid, Summer Session, and Enrollment Research.

Qualifications. The successful candidate will have in-depth knowledge and experience in higher education enrollment management strategies, a demonstrated record of using technology and data in developing and implementing an effective recruitment plan, and a broad knowledge of best practice among comprehensive colleges and universities in all areas of enrollment management. The candidate must have specific expertise in marketing and positioning an institution for effective, successful recruitment of new students. Knowledge of “pipeline programs” is important, as is awareness of approaches to financial aid leveraging. The incumbent will have well-developed skills to involve the total campus in the enrollment management process. The candidate must have a thorough understanding of both graduate and undergraduate enrollment issues, working well with faculty to ensure solid, smooth recruitment and admission processes. The candidate must have a demonstrated record of success in participative decision-making, must possess strong interpersonal skills, and must be energetic, collaborative and innovative, a team builder and a strategic thinker. He or she must be a resourceful and creative problem solver. A thorough understanding of best practice in collaborative institutional models and shared governance is essential. The candidate will have a clear understanding of the Jesuit mission and identity, including an appreciation of the philosophy of a values-centered education which is to prepare the whole student, developing knowledge, values, spiritual growth and a commitment to servant leadership.

The Vice President must have outstanding supervisory skills. In his or her interpersonal communications and behavior, the candidate must demonstrate well-developed multicultural competencies and a strong value on ensuring an inclusive and respectful campus climate. The successful candidate will also be able to identify market share and growth opportunities for a region, understand time lines necessary for successful recruitment and admission, be able to forecast trends and population shifts and make appropriate adjustments to enrollment management strategies. A record of career progression in increasingly responsible and complex senior level positions is essential. Experience with Banner technology is a plus. Eight to ten years experience is required. A master’s degree is required.

Application: Interested individuals should send a letter describing their interest in and qualifications for the position, a resume, and contact information including email addresses for five references. The packet should be sent electronically (Microsoft Word attachments preferred) to **Bill Spelman at Bill@wspelman.com**. The subject line in the email should be VPXAVIER. Documents that must be mailed should be sent to **William Spelman Executive Search, Stony Point Landing, 667 Midship Circle, Webster, NY 14580**.

Confidential inquiries will be received at **585.787.9742**. Confidentiality will be maintained, and references will not be contacted without prior knowledge or approval of the candidate. For full consideration, all materials should be received by February 20, 2007. The process will continue until the position is filled.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION

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