

POSITION ANNOUNCEMENT

DATE: August 4, 2017

ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT **Office of the Vice President for Student Affairs & Enrollment Management**

Classification: Strategic Leadership 220 – S220

Position No: S220A-75-60011937

Hours: Monday to Friday, 8:00 a.m. to 4:30 p.m., including evenings and weekends.

Description: Millersville University is seeking a full-time Associate Vice President for Student Affairs and Enrollment Management. Position serves as the main resource for student's concerns and customer service matters. The position plans and directs all university activities related to student services, campus safety and wellness. The Associate Vice President assists the Vice President for Student Affairs & Enrollment Management (VPSAEM) with management & oversight of the Division related to strategic planning, long-term initiatives, and development & implementation of the Division assessment planning. Millersville University, with approximately 8,000 undergraduate and graduate students, is consistently ranked as a top regional public institution and is located in historic Lancaster County, an area with a rich history, a vibrant arts community, beautiful countryside, excellent schools, and a strong economic base.

Required: Master's Degree in College Student Personnel, Higher Education, Human Development, Counseling, or related field; Seven years of increasingly responsible experience serving students in a University setting with a commitment to serving students; Knowledge of current issues in Student Affairs and Enrollment Management; Record of leadership in developing and implementing successful programs; Possess evidence of management and supervisory experience and the ability to analyze multi-layered problems and propose solutions; Evidence of commitment to diversity and inclusion and promoting an inclusive campus environment; Effective oral, written, interpersonal communication and organizational skills; Ability to work collaboratively with students, faculty and staff; Budget management experience; Valid Driver's License; Successful interview, campus presentation and three background checks: Criminal Background Check (Act 34); Child Abuse History Clearance (Act 151); and FBI Federal Criminal History-Fingerprinting (Act 114)

Preferred: Doctorate Degree; Experience with Assessment; Experience in Conflict mediation.

To Apply: For full description of duties, qualifications and to apply, go to <http://jobs.millersville.edu/postings/4786> and create a staff application. A cover letter/letter of application and resume will be required.

Application Submission: Full consideration given to electronic applications received by **August 30, 2017**.

An Equal Opportunity/Affirmative Action Institution
www.millersville.edu

Millersville University, highly regarded for its instructional quality and strong commitment to diversity, is a student-centered institution and one of 14 institutions of the PA State System of Higher Education. The campus is located in historic Lancaster County within convenient traveling distance to Baltimore, Philadelphia, New York and the Atlantic Ocean beaches. Millersville enrolls approximately 8,700 undergraduate and graduate students and has over 900 full-time employees. Served by approximately 350 full-time faculty, the University offers associate, bachelor and master degrees in a wide range of majors in the arts and sciences, education and other professional fields.

Millersville University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. This includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Coordinators: Services for Students with Physical Disabilities-Dr. Sherlynn Bessick, Director of Learning Services, Lyle Hall 717-871-5554; Title VI and Title IX-Mr. Robert G. Wood, Office of the VP for Student Affairs/Enrollment Management, Student Memorial Center, 717-871-4100; ADA Coordinator, Office of Human Resources, Dilworth Building, (717) 871-4950.