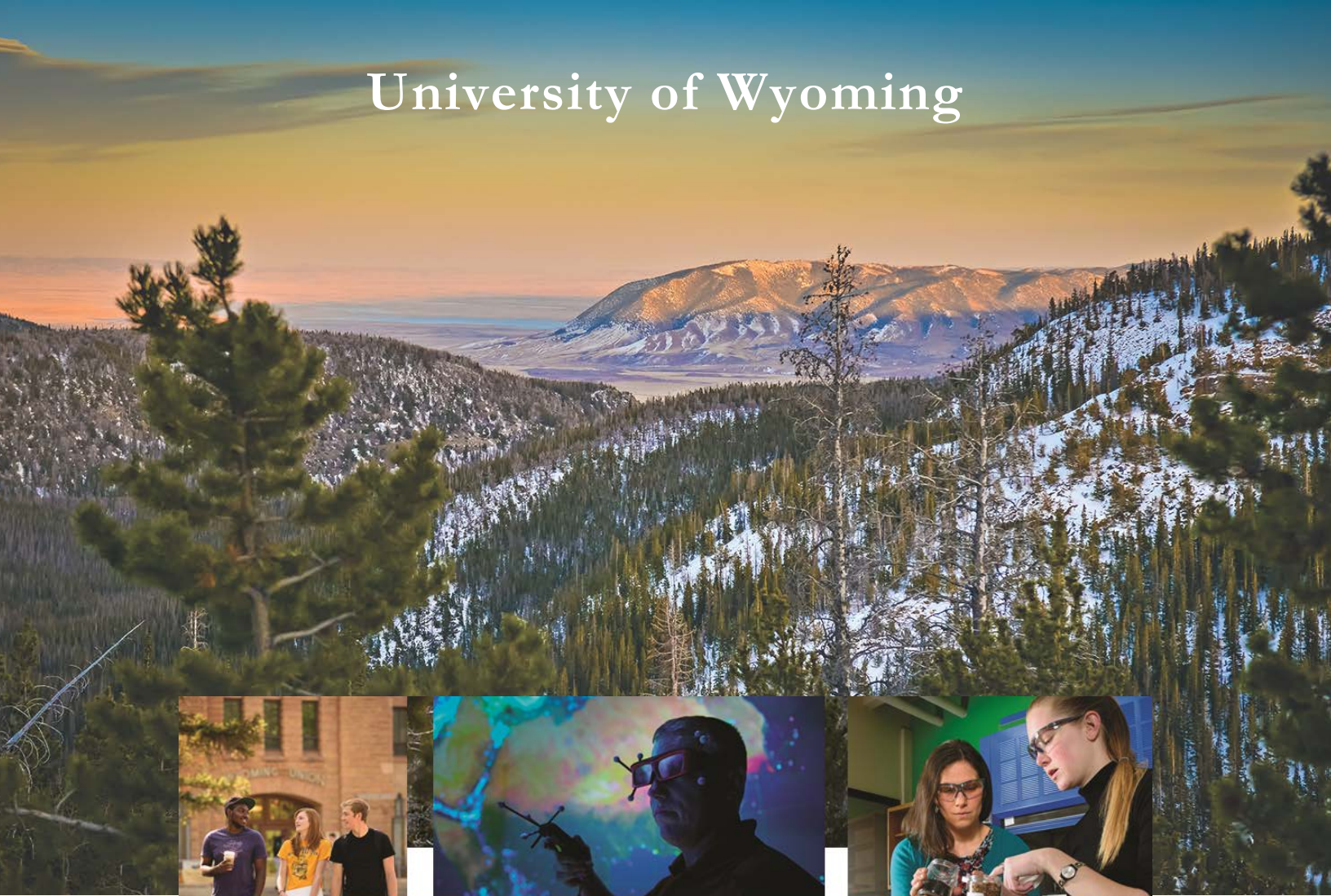


# University of Wyoming

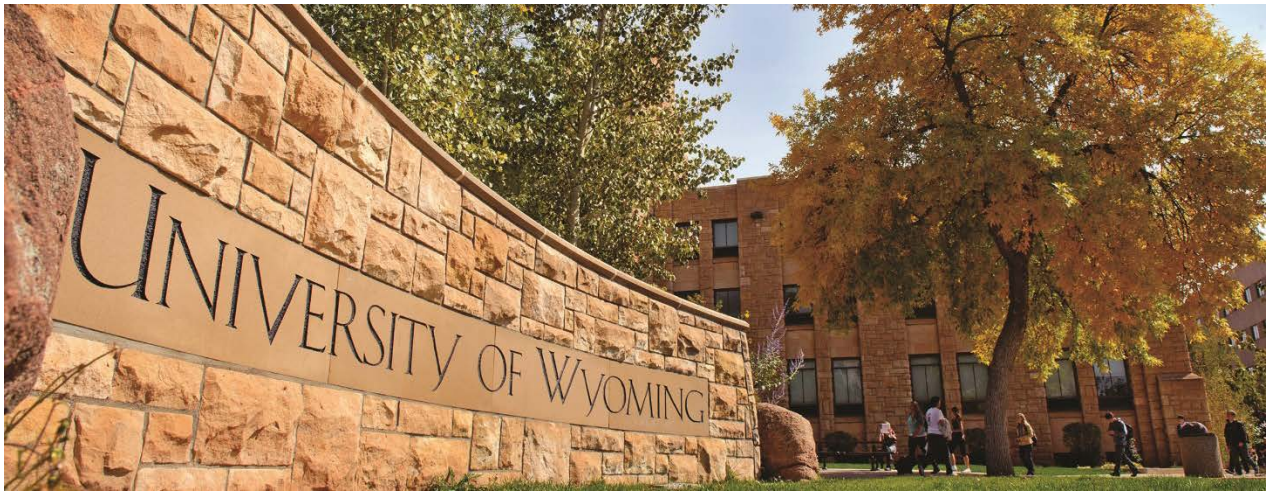


**Associate Vice Provost for Enrollment Management  
April 2017**



UNIVERSITY  
OF WYOMING





## THE INSTITUTION

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Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized major teaching and research institution, **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to offer 200 areas of study, drawing 13,500 students from all 50 states and 90 countries. It is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law and the School of Energy Resources.

Throughout its existence, UW has been the only four year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the School of Energy Resources and the NCAR-Wyoming Supercomputing Center. UW has played important roles in the lives of students, Wyoming residents and communities for 131 years. You can see why UW is setting the gold standard!

- UW was ranked among the nation's top colleges and universities by *US News & World Report*, *Forbes*, and *Princeton Review* in 2010.
- UW has the largest single scholarship endowment for study abroad support in the U.S.
- UW's Honors Program has been named as one of the best among public universities.
- *Outside Magazine* has recognized UW as one of the top "adventure colleges."

To learn more: <http://www.uwyo.edu>

**Location:** Located in Laramie, Wyoming, a town of more than 30,800 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities including year-round cultural and recreational activities.



## THE OPPORTUNITY

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After months of strategic planning efforts, the University of Wyoming has begun a new university-wide endeavor to re-envision its approach to enrollment management and student success. As a result, the University has reorganized functional responsibility for enrollment management and seeks an innovative, energetic leader to build and lead its enrollment efforts. Reporting to the Provost, the newly-created position of Associate Vice Provost for Enrollment Management (AVPEM) will establish the new enrollment management enterprise at the University of Wyoming and provide leadership for the University to recruit, enroll, and support an academically strong and diverse student body in alignment with the University's goals for enrollment. The Associate Vice Provost for Enrollment Management will serve as a strong leader and change agent who can motivate diverse stakeholders across the institution in achieving its student success objectives. This position will provide leadership and coordination in building a holistic and integrated strategic enrollment management function that is consistent with the goals, mission, and resources of the University.

### Essential Responsibilities:

- Leading the UW Enrollment Management Team, including the Offices of the Registrar, Admissions, and Student Financial Aid, to effectively enhancing student enrollment.
- Providing strategic direction and oversight to attract, enroll, and support the University's current and future undergraduate students, including distance students. Providing support and partnership to attract top graduate students. Overseeing marketing efforts to showcase the University of Wyoming as a top school of choice.
- Working closely with academic college deans and unit heads, the Associate Provosts, the Provost, and President to strategically manage student enrollment growth. Providing enrollment projections to determine short and long term targets for both tuition revenue and headcounts, and developing and reporting enrollment projections to support institutional budget and planning.
- Constructing, predicting, and advising on enrollment goals for all student populations on campus, including the undergraduate first-time full-time population, transfer students, international, distance education, and graduate students.
- Fostering partnerships with academic and administrative leaders within each undergraduate college to collectively inform class composition, and the shaping of incoming classes, and other enrollment-related strategies.
- Supporting the academic enterprise and Provost's Office by deploying tools and technology used to support student success (student information systems, degree planning tools, transfer course evaluation, social media, customer relationship management, predictive modeling, etc.).
- Making data-driven decisions for budget allocation, staffing, and program effectiveness with a focus on distributing resources to align with strategic priorities.
- Managing, directing, and allocating a budget of \$10-\$15 million efficiently and effectively.
- Teaming with community college leadership statewide to recruit outstanding transfer students, and working closely with the K-12 system to enhance the "go to college" culture in Wyoming.
- Partnering with the leadership of Student Affairs to enhance student life and retention.
- Working with the Academic Affairs team to promote seamless transitions for all student populations through support of academic management, onboarding and advising.
- Travelling both statewide and beyond to build relationships with stakeholders.

**Required Qualifications:**

- Bachelor's degree required; graduate degree preferred.
- Ten or more years of related experience and progressive leadership responsibilities in enrollment management/services.
- Experience with or knowledge of student recruitment, enrollment records, and/or financial aid strategies.
- Ability to support staff and faculty to promote cultural change and foster an environment of continuous improvement.
- Budgetary and fiscal management experience.
- Strong analytical, quantitative, and problem solving skills.
- Knowledge of implementation of operational metrics.
- Significant experience supervising and collaborating with professional staff.
- Ability to address conflicting demands, to prioritize, and to make data-based decisions.
- Excellent verbal and written communications skills.
- Strong interpersonal skills, collegiality, and the ability to handle confidential information with exceptional judgment and discretion.
- Ability to be forward thinking, anticipating and effectively responding to all matters influencing enrollment.
- Ability to motivate staff and foster collaboration across diverse groups of constituents.
- Ability to provide a foundation for successful, high-integrity relationships.

**Preferred Qualifications:**

- Experience in national funding sources in support of student scholarships.
- Experience in building relationships with K-12 and community colleges.
- Experience in registration, undergraduate pedagogy, curricular mapping.

**Why consider the opportunity?**

- **Resources.** UW is a well-resourced institution with state of the art facilities and a beautiful, well-maintained campus.
- **Influence.** This role has a high degree of autonomy and impact.
- **Environment.** Warm, collegial, supportive people and work environment.
- **Leadership.** Dr. Laurie Nichols joined UW as President in May 2016. The university community is very excited about her vision for the institution. Dr. Kate Miller joined Dr. Nichols' team as Provost and Vice President for Academic Affairs in August 2016, and has brought an entrepreneurial approach to student success to the institution.
- **Location.** Laramie is a great place to live and work. Laramie boasts a low cost of living, low property taxes and no personal state income tax. The area offers incredible outdoor recreational opportunities, an eclectic downtown area and a great public school system.
- **Compensation:** Highly competitive salary and solid benefits package including a retirement benefit that features a state contribution of 14.565% of an employee's gross salary.

## PROCEDURE FOR CANDIDACY

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The University of Wyoming, in consultation with Summit Search Solutions, will review application materials as they are received. While applications and nominations will be accepted until the position is filled, interested parties are encouraged to apply by **May 31, 2017**.

To apply online, go to <http://highereddecisions.com/sss> and select this vacancy. Please submit a PDF version of your curriculum vitae and letter of interest upon application. All applications and nominations will be held in confidence.

### For nominations or further information:

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*The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. Please see: <http://www.uwyo.edu/diversity/fairness>*



[Summit Search Solutions, Inc.](http://www.summitsearchsolutions.com) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including Colorado, California, New York, and North Carolina. Summit brings precision, process, and passion to its work.





## LARAMIE, WYOMING

Living in Laramie, WY is like being on a year-round vacation - whether you're looking for great food, historic walking tours or outdoor adventure. The name "Laramie, Wyoming" conjures up visions of the Old West like few others can, with cattle drives, a historic downtown, prairie and mountain vistas, rodeos, guest ranches and more. Laramie is filled with hospitality, entertainment and excitement while providing a neighborly atmosphere and warm small town feel with a multitude of amenities and entertainment.

### *Interesting Facts:*

- Also known as the “Gem City of the Plains”, Laramie is located in the Southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado and is the county seat of Albany County.
- Laramie sits at 7,200 feet above sea level in the plains surrounded by the Medicine Bow National Forest, Vedauwoo, and the Snowy Mountain Range.
- Laramie has a 6% sales tax, but does not have corporate state income tax, personal state income tax, state inheritance tax, or manufacturing tax or equipment sales tax. It also has low property tax, worker’s compensation rates, and operating costs.
- The unemployment rate in Laramie is 2.50 percent (U.S. avg. is 6.30%).
- Laramie offers a variety of outdoor adventures with over 250 days of sunshine.
- The quality of life and amenities Laramie has to offer brings several types of industries to Laramie including cattle ranches, technology companies, and academia.



Less than 20 minutes East of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wild-life, dramatic alpine scenes and jumbled rock formations. And with over a hundred mountain biking trails, the area around Laramie is a paradise for exploration on two wheels. If you prefer the solitude of an alpine lake, or a simple walk close to town, the hiking trails around Laramie offer something for everyone. Families will find fun and exploration close to town, while backpackers can spend a week in the high country of the Medicine Bow Mountains. And in the winter, as a snow enthusiast, you can escape the crowds by exploring the forested glens and rolling meadows of the Snowy Range from the back of a snowmobile or downhill skiing. Laramie is Wyoming’s favorite playground!

***For more information on Laramie, WY please visit:***

- Visit Laramie, <http://visitolaramie.org/>
- Laramie Chamber Business Alliance, <http://laramie.org/>
- Live the West in Laramie, WY, <https://youtu.be/g48PeRSjBuY>