

# Position Profile

## Vice President, Student Services & Enrollment Management

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Prepared by:  
Summit Search Solutions, Inc.



# ABOUT STATE COLLEGE OF FLORIDA

Established in 1957, State College of Florida (SCF) is an integral part of the community and a vital resource for students and their families in Manatee, Sarasota, and surrounding counties. SCF is the region's first and largest public college, serving 14,300 college credit students annually at campuses in Bradenton, Lakewood Ranch, Venice, and through online classes. Another 11,600 participants annually attend professional development and personal enrichment classes.

Formerly known as Manatee Junior College/Manatee Community College, SCF has expanded its mission to include workforce baccalaureate degrees while continuing to focus on highly respected associate degrees that prepare graduates for university transfer and professional careers. SCF offers a complete college experience that includes athletics, more than 40 student clubs and organizations, honors programs, and student-centered academics. SCF's flagship programs in health sciences are supported by state-of-the-art technology, including patient simulators, electronic medical records, drug recognition system, and medication-dispensing devices.

Consistent with the mission to provide quality learning to people of all ages through noncredit continuing education, community services, and some credit-related activities, SCF's Corporate and Community Development Division offers year-round noncredit classes in workforce training, small business development, professional development, personal enrichment and driving safety through workshops, seminars, online classes, and on-site training programs at area businesses.

Broadening the continuum of education, State College of Florida Collegiate School (SCFCS) opened in the fall of 2010 on the Bradenton campus. This tuition-free, sixth- through twelfth-grade public charter school is an innovative model influenced by the Swedish international school, which nurtures motivation and independence, ensuring student success while guiding students toward higher education. Every year since its opening, the SCFCS has been graded an "A" school by the Florida Department of Education, and the program has been recognized by US News & World Report with a bronze ranking for Best High Schools. SCFCS provides students with the opportunity to graduate simultaneously with a high school diploma and an associate college degree. An additional campus, SCFCS-Venice, launched two years ago and currently includes an 11th and 12th grade (a 9<sup>th</sup> grade class will be recruited next year).

State College of Florida is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate and baccalaureate degrees. The College is a member of the Association of Florida Colleges, the American Association of Community Colleges and, the Florida Association of Colleges and Universities.

**Location:** Bradenton, Florida



# THE OPPORTUNITY

## Vice President, Student Services & Enrollment Management

The Vice President, Student Services & Enrollment Management (VP-SSEM) will oversee, direct, and develop the crucial functions of student services and enrollment management across all campuses and programs. The VP-SSEM is responsible for providing leadership and direction in coordinating, implementing, and evaluating the College's comprehensive enrollment initiatives and is dedicated to enrollment growth for both lower and upper-division programs. The VP-SSEM provides creative and visionary leadership in developing and implementing strategic student services and enrollment management initiatives, improving student educational outcomes, and enhancing the visibility and public image of the College. The VP-SSEM is responsible for oversight of admissions and recruitment, College Registrar, financial aid, athletics, advising, retention and enrollment operations, dean of students, disability resource center, student mental health services, testing and assessment, career resource centers, student employment, Title III and TRIO grants, student life and campus recreation, college call center, early college programs and special programs, and veteran's services functions. Finally, the VP-SSEM collaborates with the President's Advisory Committee to develop division goals that relate to high-quality student services and institutional enrollment goals.

### Essential Duties/Responsibilities:

- Provides leadership, oversight, and direction to all departments and units comprising the student services and enrollment management division across the Institution.
- Leads, manages, and mentors a diverse team of direct and indirect reports.
- Investigates and interprets trends in the varied disciplines of the College; forecasts upcoming directions and develops creative, applicable approaches to garnering the ever-changing college student market.
- Leads the formulation and recommendation of annual budget requests, meets productivity goals, and assumes responsibility for operating within approved budget.
- Builds, fosters, and maintains beneficial strategic partnerships and relationships with community schools and universities to drive growth.
- Serves as a member of the President's Advisory Committee. Serves on and/or chairs various College and campus committees and critical task forces as assigned.
- Manages and assesses strategies designed to achieve the College's enrollment management and student services goals. Assures strategic vision of recruitment and enrollment is communicated clearly across all SCF campuses uniting the community in this mission-critical effort.
- Works collaboratively with campus administrators to develop programs and services that promote academic excellence, recruitment, equity, retention, and student success.
- Builds relationships within the College service area, in order to identify needs, challenges, and opportunities that pertain to the College's mission and to develop partnerships necessary to respond. Takes proactive approach to collaborative programs with a wide variety of stakeholders.
- Facilitates the production of analytical reports and conducts studies that evaluate the effectiveness of enrollment management initiatives.
- Assists the President and other Vice Presidents with institutional projects that have impact on the College.
- Represents and promotes the College in local, state, national, business, governmental, and civic organizations. Develops strong partnerships with community stakeholders (with an emphasis in Manatee County) in support of College programming.
- Works closely with the SCF Foundation to develop strategies to grow brand and market share in the communities served.
- Hosts campus and community events as appropriate.
- Performs other similar and related duties as assigned.



## Qualifications:

- Master's Degree from an accredited university required; Doctorate Degree preferred.
- A minimum of ten years of related experience required; some additional formal leadership training programs may be considered for related experience.
- More than five years of direct, supervisory experience including responsibility for hiring, firing, performance management, training and coaching within a higher education institution is required.
- A demonstrated record of creative and visionary leadership in developing and implementing strategic, related services and initiatives, improving outcomes and enhancing the visibility and public image of an institution is required.
- Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents.
- Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.
- Knowledge of mathematical concepts such as probability and statistical inference to ensure a thorough understanding of the various research methodologies and implications of the educational studies relevant to fulfill the essential duties and responsibilities of the job.
- Ability to define problems, collect data, establish facts, and draw valid conclusions to translate theory, research, and assessment results into practice.
- Working knowledge of word processing, spreadsheets, database, e-mail, and reports retrieval software.





## **THE PRIDE IN EXCELLENCE INITIATIVE**

Pride in Excellence is SCF's initiative to create a culture of service excellence. All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

### **RESPECTFUL**

- Act in a courteous manner
- Actively listen to gain full understanding
- Demonstrate awareness of "everything speaks"
- Show empathy and caring

### **RESPONSIVE**

- Approach people in an inviting and pleasing manner
- Take ownership of actions and decisions
- Plan, anticipate, and be forward thinking
- Answer and return phone calls and emails
- Use proper communication etiquette
- Banish the phrase "not my job"
- Provide assistance to all inquiries and follow through

### **ACCURATE**

- Do it right the first time
- Be knowledgeable of product and how it interfaces with others
- Ask probing questions
- Use resources effectively and efficiently

### **COLLABORATIVE**

- Participate in teams
- Develop team skill sets
- Learn available resources to be responsive to your constituents
- Develop internal and/or external connections



# INQUIRIES, NOMINATIONS, AND APPLICATIONS

Confidential review of applications will begin immediately and continue through **December 28, 2020**. Applications submitted after that date will be reviewed on an as-needed basis. Click here to apply and be sure to include your resume and cover letter: <https://theapplicantmanager.com/jobs?pos=su219>

**For more information or to offer recommendations or nominations:**

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*State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, 5840 26th St. W., Bradenton, FL 34207*

*All college searches are subject to compliance with Florida's Public Records Law and all documents submitted become the property of the College.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.







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## BRADENTON & SARASOTA

**Bradenton**, perfectly situated between the Gulf of Mexico and the Manatee River, is the county seat and largest city within Manatee County. The city enjoys an exceptional year-round climate and a low cost of living. The natural beauty of the surrounding area will delight outdoor enthusiasts. If you are interested in history, you can travel along Hernando DeSoto's original expedition route or learn more about the area's heritage at museums and historical parks. Along the shores of the mainland and barrier islands you can enjoy outdoor dining at its finest, go boating in crystal-clear waters, or surf the waves off Anna Maria Island while strolling along the piers for relaxing exercise. Cultural initiatives abound: live theater, a vibrant arts district, as well as ballet and concerts, are also on offer.

Manatee County and the surrounding region are teeming with opportunities for the sports enthusiast. The Pittsburgh Pirates spring training is held in Bradenton, the Baltimore Orioles train in Sarasota, and the Atlanta Braves spring training is held in North Port. The Tampa Bay Buccaneers, Tampa Bay Lightning, and Tampa Bay Rays are all located a short distance away.

County-wide festivals, including the Manatee County Fair, Cortez Seafood Festival, and the Hernando DeSoto Historical Parade, provide fun-filled opportunities for the community to come together.

**Sarasota** is a cultural hub, featuring sunsets, sailboats, a beautiful bay to the west, and a bustling downtown to the east. Sarasota delights visitors, the wider regional community, and its chic downtown residents with its accessibility and charm. Foodies and downtown office workers alike choose from BBQ, Vietnamese, Italian, French, Mexican, vegan, sports bars, seafood, and cafés for their dining options. Those seeking entertainment find seats at one of several live theaters, cinemas, or music venues, and the shopping options are seemingly limitless. The city of Sarasota truly has it all: an eccentric arts center, a traditional performance venue, a flourishing business, and finance network, extensive shopping options, and a vibrant night-life scene.



<http://www.cityofbradenton.com>  
<http://www.realizebradenton.com/riverwalk>  
<http://www.sarasotachamber.com>  
<https://www.manateechamber.com/>