

Associate Provost of Enrollment Management and Student Success

Edison State Community College invites qualified candidates to apply for the full-time position of Associate Provost for Enrollment Management and Student Success. The Associate Provost for Enrollment Management and Student Success provides visionary leadership for the College's enrollment, retention, persistence, completion, and student success efforts. Reporting directly to the Provost and Chief Academic Officer, the Associate Provost serves as a key member of the Academic and Student Affairs leadership team and collaborates extensively with Academic Affairs, Workforce Development, Institutional Effectiveness, and community partners to support student achievement.

As the Chief Student Affairs Officer for the college the Associate Provost leads the development and implementation of strategic initiatives designed to improve student access, enrollment, engagement, retention, credential attainment, transfer success, and workforce outcomes. This position advances the College's mission by ensuring that students from diverse backgrounds receive the support, resources, and opportunities needed to achieve their educational and career goals.

To be considered, candidates should include cover letter, resume, and list of education/work experience, including job titles in chronological order when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities

Strategic Leadership:

- Provide vision and leadership for enrollment management and student success initiatives that align with the College's strategic plan and mission.
- Foster a culture of student-centeredness, innovation, continuous improvement, and evidence-based decision-making.

- Lead institution-wide efforts to improve recruitment, retention, persistence, completion, transfer, and workforce outcomes.
- Collaborate with senior leaders to align enrollment and student success strategies with academic and operational priorities.
- Serve as a strategic advisor to the Provost on matters related to enrollment trends, student achievement, and institutional effectiveness.

Enrollment Management:

- Lead strategic enrollment planning efforts to support sustainable enrollment growth and student access.
- Collaborate with admissions, advising, financial aid, marketing, workforce development, and academic departments to recruit and enroll students.
- Develop and implement enrollment strategies for recent high school graduates, adult learners, dual-enrollment students, transfer students, military-affiliated students, and other target populations.
- Monitor local, regional, and state demographic and workforce trends to inform enrollment planning.
- Evaluate enrollment processes and recommend improvements that reduce barriers and enhance the student experience.

Student Success and Retention:

- Provide leadership for initiatives that promote student retention, persistence, credential completion, and transfer success.
- Oversee and coordinate student success programs, including first-year experience initiatives, academic advising, learning support services, and early intervention programs.
- Lead efforts to identify and address equity gaps in student achievement and persistence.
- Promote the use of evidence-based practices that improve student engagement and academic performance.

- Collaborate with faculty and staff to develop proactive support systems for students facing academic and non-academic challenges.
- Advance guided pathways and other student success frameworks that support completion and career readiness.

Community College Student Pathways:

- Strengthen partnerships with K-12 districts, career and technical centers, universities, employers, and community organizations.
- Support transfer pathways and articulation agreements that facilitate seamless student transitions.
- Collaborate with workforce and economic development partners to align educational programs with regional workforce needs.
- Promote dual-enrollment, early college, workforce credentialing, and adult learner initiatives.
- Enhance opportunities for students to achieve employment, credential attainment, transfer, and career advancement.

Data Analytics and Institutional Effectiveness:

- Use data and predictive analytics to identify trends, assess program effectiveness, and support strategic decision-making.
- Establish and monitor metrics related to enrollment, retention, completion, transfer, and workforce outcomes.
- Partner with Institutional Effectiveness to analyze student performance and develop improvement strategies.
- Prepare reports for the Provost, President, Board of Trustees, state agencies, accrediting bodies, and external stakeholders.
- Lead assessment activities related to student success initiatives and continuous improvement efforts.

Collaboration and Relationship Building:

- Build collaborative relationships across Academic Affairs, Student Affairs, Workforce Development, and administrative units.

- Engage faculty in student success initiatives and promote shared responsibility for student achievement.
- Represent the College in local, regional, state, and national organizations related to enrollment and student success.
- Cultivate partnerships that support student access, success, transfer, and workforce development.

Budget and Resource Management:

- Develop and manage budgets for assigned areas.
- Allocate resources strategically to maximize enrollment and student success outcomes.
- Identify and pursue grant funding opportunities that support student achievement initiatives.
- Ensure effective stewardship and accountability for institutional resources.

Policy Development and Compliance:

- Recommend policies and procedures that support student access, equity, retention, and completion.
- Ensure compliance with accreditation standards and applicable federal, state, and institutional regulations.
- Support institutional accreditation and strategic planning activities.

Supervisory Responsibilities:

The Associate Provost coordinates the following areas:

- Enrollment Management
- Admissions and Recruitment
- Academic Advising & Student Planning
- Student Success and Retention
- First-Year Experience Programs
- Transfer Services

- Dual Enrollment and Early College Programs
- K-12 Partnerships
- Athletics & Student Engagement
- Student Success Analytics

Direct Reports:

- Registrar
- Assistant Dean of Student Affairs
- Director of Athletics and Student Engagement
- Director of K-12 Partnerships
- CRM and Recruitment Coordinator

Required Knowledge, Skills, and Personal Qualifications:

- Community college mission and philosophy
- Strategic enrollment management
- Student retention and completion strategies
- Guided Pathways and student success frameworks
- Workforce and transfer pathway development
- Data analytics and assessment
- Budget planning and fiscal management
- Collaborative leadership and team development
- Change management and organizational effectiveness
- Equity-minded leadership and student-centered practices

Required Experience:

- Five or more years of progressively responsible leadership experience in higher education.

- Demonstrated success leading enrollment management, student success, student affairs, or related functions.
- Experience using data to inform strategic planning and decision-making.
- Strong understanding of community college student populations and success challenges.
- Excellent interpersonal, communication, and collaborative leadership skills.
- Demonstrated commitment to student access, success, workforce readiness, and community engagement.
- Knowledge of community college funding models, state performance metrics, and accreditation processes.

Required Educational Background:

Earned Master's degree from a regionally accredited institution, Doctorate preferred.