



Job Classification Description

ASSOCIATE PROVOST/ASSOCIATE DEAN FOR ENROLLMENT
MANAGEMENT AND INSTITUTIONAL RESEARCH/ LSC

Non-Bargaining Unit

Grade 17

FLSA Status: Exempt

BASIC FUNCTION

To lead, manage, and develop programs designed to improve the success of first-year students and vulnerable populations with the goal of improving retention, persistence, and graduation rates. To perform research, analysis, and reporting that supports campus academic planning, strategic decision-making, enrollment management, and program assessment.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

Devise and implement intervention strategies to improve overall retention, with particular attention to first-year students.

Provide support for faculty advising.

- Supervise and support programs for first-year students.

Work with the Dean of Students and the Director of Residential Life to support and inform the creation of summer programming for students.

Oversee the Academic Support Center and the Advising Resource Center.

Collect and analyze data concerning the behavior of first-year students leading to proposals for program modifications and the introduction of new programs to address first-year student needs.

Support the evaluation and planning efforts of the college's senior administration by initiating and conducting studies on academic programs, and student success

Working with Admissions and academic departments, coordinate articulation agreements with community colleges in New Hampshire and New York.

Develop systems and programs to improve the recruitment and retention of transfer students.

Coordinate and expand dual enrollment arrangements with high schools in the Northeast Kingdom.

Respond to special data requests by the President's office and/or members of the PLT.

Publish annual Enrollment Management Reports.

- Work with Admissions and Dean of Administration in creating enrollment projections, as well as retention, persistence and graduation data.
- Represent the Provost/Academic Dean as requested.
- Perform other duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Provost/Dean of Academic Affairs.

SUPERVISION EXERCISED

Supervision of several administrators, including directors of Student Support Services, Student Academic Development, Career Services and Advising Resources.

MINIMUM QUALIFICATIONS

Master's degree required, Ph.D. preferred, in a quantitative-oriented discipline, and at least three years of professional experience in higher education research, data analysis, planning, and/or institutional effectiveness, or equivalent combination of education and experience.

Experience in both assessment and institutional research.

Experience with retention and support efforts targeted to first-in-family student populations.

Knowledge of statistical techniques, research methodology, data organization, and analysis.

Knowledge of higher education administration principles, practices, and procedures.

Ability to work independently, as well as collaboratively, and to initiate research studies.

Ability to communicate clearly and expertly in both verbal and written forms concerning academic, administrative, and technical subject matters.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.