



Vice President of Enrollment Services

Claremont Graduate University (CGU) seeks a seasoned enrollment management leader with a track record of effective, transformational leadership and positive enrollment results in the graduate and online sectors. This leader will serve as a key member of an experienced executive leadership team and help drive the University toward continued enrollment growth and innovative enrollment partnerships at a pivotal moment leading up to the institution's Centennial in 2025.

The University

Founded in 1925, CGU combines the attributes of a small liberal arts college with research university faculty and degree offerings. CGU enrolls more than 2,000 students in graduate education and research who pursue advanced degrees in seven schools in a setting that is intimate, interdisciplinary, and engaged with the world. The University has an operating budget of approximately \$53 million and an endowment of about \$185 million.

Claremont Graduate University was founded on the premise that education thrives where students and faculty closely engage in scholarship and research on a level that encourages broad ranging conversation and collaboration. CGU is the only research-intensive university in the nation devoted entirely to graduate-level liberal arts education and conducts instruction and research in small classes, seminars, and in the field. The University encourages close scholarly relationships between students and faculty. Recognizing that many contemporary problems require contributions across multiple disciplines, CGU was an early adopter of transdisciplinary education and research. At CGU, transdisciplinarity is defined as working around a complex problem important to society, inclusion of diverse stakeholders working together, and re-framing a resolution of that problem.

Research and scholarly activity at CGU are high, with the University generating a prodigious intellectual footprint relative to its size. Members of the CGU faculty produce and apply knowledge across all of the scholarly disciplines represented in its schools and departments, collaborate with colleagues around the globe, and actively mentor students on research projects. External funding such as federal research grants, foundation grants, and public and private contracts supports much of this work. Over the last decade, CGU has averaged \$8 million per year in sponsored research—from the Bill and Melinda Gates Foundation, National Institutes of Health, National Science Foundation, National Cancer Institute, and more.

Position Summary

The Vice President of Enrollment Services is the University's chief enrollment officer and strategist and provides institutional leadership for the strategic enrollment management plan and the attainment of University enrollment goals. S/he oversees admissions, financial aid, international enrollment, online enrollment, recruitment marketing, and student engagement/retention efforts. In collaboration with the Deans/Directors of CGU's academic units, the University's Executive Team, the Dean of Admissions and Financial Aid, and the Director of Student Engagement, the VP shares responsibility for institutional enrollment, and skillfully drives the University toward desired enrollment results.

The incumbent provides strategic and operational guidance for both the vision and results of integrated recruitment, retention, financial aid and recruitment marketing initiatives in connection with the University's mission and strategic plan; advises enrollment policy; helps lead the institution toward innovative domestic and international enrollment partnerships; and serves as a member of the University's executive team and its enrollment conduit to the Board of Trustees.

Qualifications

Candidates for the position of VPES at Claremont Graduate University must possess a Master's degree, advanced degree preferred, or any combination of education and experience that provides the required knowledge, skills and abilities. In addition, strong candidates will also possess:

- Minimum of 10 years of experience as an enrollment leader at the Director, Dean, AVP or VP level, directly responsible for enrollment results, preferably in small, private, tuition-driven, sales-service model institutions;
- A proven track record of goal attainment;
- A clear understanding of enrollment management theory and practice;
- An understanding of relevant technology and system usage;
- A commitment to exceptional student service;
- Expertise in data analysis;
- The ability to plan strategically, and serve as a “mentor leader”;
- Demonstrated ability to develop an understanding of the cultural dynamics of the institution (students, faculty, staff, administrators, trustees).

Application Process

Screening of applications will begin immediately and will continue until the position is filled. The preferred start date is Summer 2019. A complete application consists of a letter addressing the qualifications cited above; a curriculum vitae; and the names, addresses, telephone numbers, and email addresses of at least three professional references. Other documentation may be requested. Finalists will be required to submit to a background investigation. Applications and nominations should be sent to:



Alberto Pimentel, Managing Partner
Salvador Venegas, Senior Associate
Storbeck/Pimentel & Associates
6512 Painter Avenue
Whittier, CA 90601
Email: apsearch@storbeckpimentel.com
Refer to code “**CGU-VPES**” in subject line

Claremont Graduate University is committed to providing equal educational and employment opportunity.