Position Specification

University of Texas – Arlington

Vice President of Enrollment Management

Private and Confidential
The University of Texas at Arlington (UTA) seeks an accomplished leader to provide executive oversight and strategic guidance to the areas of recruitment, admissions and registration, financial aid, undergraduate, graduate and international enrollment, and overall student progression at the undergraduate level. As a critical member of the Academic Affairs team, the Vice President for Enrollment Management will lead the university’s effort to recruit an academically strong and diverse student body in alignment with the university’s strategic plan (http://www.uta.edu/strategicplan) and long-term goal of enrollment growth. Under the leadership of President Vistasp Karbhari and Provost Linda Johnsrud, UTA is a Carnegie R1 “highest research activity” university with a significant commitment to enhancing excellence, growing student and faculty numbers, expanding its research footprint, and contributing to the economic, social and educational needs of the Dallas-Fort Worth-Arlington region, the state of Texas and beyond. The Vice President will foster partnerships with the academic deans across the university to position the institution for future enrollment success, and will spearhead partnerships with external entities to enhance pipelines and pathways for students.

PROFILE OF THE UNIVERSITY

The University of Texas at Arlington sets the standard for educational excellence in the thriving Dallas/Fort Worth metropolitan area and is one of the nation’s fastest-growing public research universities. With an enrollment of over 38,500 Texas-based students and a global degree seeking population of over 52,000 in on-campus and on-line programs, UTA is the second-largest institution in The University of Texas System. The University offers more than 180 bachelor’s, master’s, and doctoral degrees through 10 colleges and schools and is rising in stature through its commitment to transforming the lives of students, pushing the boundaries of knowledge, and serving a growing and diverse community. As part of the commitment to meeting the goals of the new strategic plan, UTA is aggressively recruiting new faculty across the university, with 50 tenured/tenure-track positions under recruitment this Spring.

UTA has developed a strategic plan, “Bold Solutions, Global Impact”(http://www.uta.edu/strategicplan). Taking advantage of a unique location at the center of one of the fastest growing urban regions in the U.S. and adjacency to the Dallas-Fort Worth International Airport, UTA’s vision is to be ‘The Model 21st Century Urban Research University’. To support this vision, the strategic plan focuses on four overarching themes that integrate strengths across the University: Health and the Human Condition, Sustainable Urban Communities, Global Environmental Impact, and Data Driven Discovery. These provide the foundations for the university’s focus on enabling a sustainable megacity, emphasizing the impact that our students, faculty and staff will have as the DFW metroplex approaches megacity status.
Highly ranked academic programs attract the best and brightest scholars from around the world, and faculty and students consistently receive national and international recognition for their accomplishments. U.S. News & World Report ranks UTA fifth among national universities for undergraduate diversity, it is the highest profile Hispanic Serving Institution in North Texas, Military Times recently named UTA as the best 4-year College for veterans in the state of Texas and all 8 academic colleges have programs represented in the latest US News and World Report graduate rankings. UTA is committed to becoming a premier research university under the leadership of the new Vice President for Research, Dr. Duane Dimos. Research activity has grown dramatically in recent years and the University supports vibrant research centers in every discipline. With research expenditures above $78M, UTA is classified as an R1 Doctoral University - Highest Research Activity by newest classification list for the Carnegie Classification of Institutions of Higher Education,. UTA has established a strategic partnership with the Shimadzu Corporation to develop core research facilities across campus through the Shimadzu Institute for Research Technologies. The University is investing aggressively in research programs and facilities and has launched new initiatives to promote interdisciplinary research.

With a population of over 7 million, the Dallas-Fort Worth Metroplex is the fourth-largest urban area in the United States. It covers an area larger than the states of Rhode Island and Connecticut combined. The Metroplex is the economic and cultural hub of North Texas and has the 10th-largest gross metropolitan product in the world. Not only is it an exciting place to live and work, the Metroplex offers UTA a host of unparalleled scholarly, research, and economic activity.

With a main campus of about 420 acres, UTA has been a catalyst for redevelopment and revitalization in the central business district of Arlington, establishing a true college town environment in downtown Arlington. UTA’s 20-acre, mixed-use College Park District provides new special events and student living space, restaurants, and parking as part of its broad-based initiative to generate and support economic activity at the city’s urban center. In addition, the university is expanding its footprint in both Fort Worth and Dallas and has plans to increase its global presence building on active partnerships led by the College of Business, the College of Engineering and the College of Nursing and Health Innovation in Central and South America, South East Asia and the Middle East.

**VICE PRESIDENT’S ROLE AND RESPONSIBILITIES**

Reporting directly to the Provost, the responsibilities of the Vice President of Enrollment Management include:

- Provide leadership and administrative oversight for the following enrollment services functions – recruitment, admissions, enrollment, registration, financial aid, and veteran’s services. Direct the development and implementation of the University’s short and long-term goals, objectives, and marketing plans for attracting and retaining traditional and non-traditional students, resident and non-resident students and international students, at the graduate and undergraduate levels.
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- Direct the development of enrollment related research and analysis as well as the completion of special projects that support successful recruitment, enrollment and retention of students. Collaborate with other executive leadership to build a comprehensive strategy for strengthening student recruitment and retention and identifying new recruiting markets as well as the identification of new programs that meet the needs of the workforce and hence would enhance recruitment.

- Oversee staff responsible for registration processes such as orientation, admissions, advisement, financial aid and registration ensuring effective and efficient processes. Oversee all areas responsible for building class schedules, assigning classrooms, and equipping classrooms for effective teaching practices.

- Utilize data to identify issues, analyze trends and understand outcomes in order to make recommendations that will inspire innovation and support strategic decision-making. Evaluate market demands, contributes to the development of a distinctive institutional brand, and provides significant input to the portfolio of potential academic offerings.

- Promote the efficiency of all enrollment management operations through the supervision of enrollment management budgets. Act as advisor to the Provost in all enrollment management matters, expanding leadership’s understanding of trends in higher education and aid in planning for the future development of the University.

- Work as a part of the academic team to develop and implement programs to enhance student success including through partnerships with schools and community colleges.

QUALITIES AND DESIRED CHARACTERISTICS

The University seeks an individual of distinction with the following characteristics:

- Seven or more years of successful experience in higher education, or equivalent experience in associated areas, which includes a minimum of three years of demonstrated successful leadership experience in enrollment services and management.

- Knowledge of strategic recruitment, planning, the role of financial assistance, and the enrollment process for Universities and institutions of learning.

- Knowledge of international trends, policies and regulations is critical as is the ability to ensure university compliance at the local, state and federal levels including in areas of financial aid.
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Knowledge of data analysis, predictive modeling, decision analytics, statistics, and software used to facilitate planning and data modeling is required.

Outstanding communication, presentation, and interpersonal skills as well as the ability to work effectively with diverse constituencies to reach a common goal.

Impeccable integrity

Earned doctoral preferred.

CONTACT

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The University of Texas at Arlington is an Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply