Clark Atlanta University is seeking a dynamic individual to serve as Vice President for Enrollment Services & Student Affairs. The successful candidate will be responsible for:

- Conceptualizing, planning, organizing, implementing and evaluating strategic enrollment and student affairs initiatives that address the University’s long- and short-term goals for enrollment services and student affairs. Develops enrollment management priorities and oversees the admissions functions; conducts strategic planning, data gathering and reporting activities.

- Coordinating and promoting programs of student leadership, student development, conduct and behavior, customer service, and human relations as they relate to overall student development concepts.

- Providing overall leadership, planning and program development and coordination of the following units: admissions, registrar, financial aid, residential life, counseling, health services, career planning and placement, disability services, student activities and programs including student judicial and discipline programs, student government association, Greek organizations, campus recreation, community activities, and religious life.

- Serving on the Executive Cabinet, the Student Affairs Committee of the Board of Trustees, and other University-wide committees and providing a channel of communication between students and other administrative units to ensure a student-centered campus. This person reports directly to the Provost and Vice President for Academic Affairs.

- Working closely with other offices in a campus team environment.

**Qualifications:**
An earned doctorate from an accredited college or university is required. Seven or more years of progressive administrative experience in student affairs with a demonstrated record of senior management success, a proven record of strengths in strategic planning, leadership, student recruitment, budgeting, and management. Organizational skills to execute shared governance and promote collaboration and teamwork within enrollment services and student affairs and throughout the campus; documented evidence of outstanding written and oral communication and interpersonal skills and personal integrity; sensitivity to and understanding of academic, socioeconomic, spiritual, cultural, disability and ethnic backgrounds of a diverse student body. Demonstrated capacity to build and maintain student leadership and student development programming, quality residential life services, and effective judicial processes. Demonstrated ability to work with academic deans, chairs, faculty and administrators/staff in other divisions to create a positive learning experience for students.
Salary:
Compensation is competitive and the University offers an excellent benefits package.

Application Deadline and Procedure:
Individuals seeking consideration for this position should submit their application immediately. Screening of applications and nominations will begin immediately and will continue until the position is filled. The application packet should contain a letter of interest; current resume; the Clark Atlanta University Employment Application http://www.cau.edu/HR_Mission.aspx; educational transcripts; a statement addressing how the applicant meets the qualifications and experiences specific to the position; and the names, addresses and telephone numbers of three professional references. Send application packet to:

Clark Atlanta University
Office of Human Resources
c/o VP for Enrollment Services & Student Affairs Screening Committee
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

Or via email to: jobs@cau.edu

Application packets may also be hand delivered Monday - Friday 9:30 a.m. – 4:30 p.m. to the Office of Human Resources, Room 218, Harkness Hall

Clark Atlanta University is a private, coeducational four-year university located in the historic heart of Atlanta. It is the largest of the nation’s 39-member UNCF institutions and one of only two private historically black colleges and universities designated by the Carnegie Foundation for the Advancement of Teaching as a Research University – High Research Activity. Our nearly 4,000 students are engaged in some 38 areas of study in our four schools and five Centers of Excellence. National business and consumer publications rank Clark Atlanta University high among the best buys in American higher education. Clark Atlanta University is accredited to award the Bachelor’s, Master’s, Specialist and Doctoral degrees by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Ga., 30033-4097; 404-679-4501). For more information, call 404-880-8000 or go to www.cau.edu.

Clark Atlanta University values diversity and is an AA/EEO/ADA Employer