

**JOB OPENINGS**

**MORRIS BROWN COLLEGE**

**ATLANTA, GEORGIA**

**Vice President of Enrollment Management & Student Services (VPEMSS)**

**Overview:**

The Vice President of Enrollment Management & Student Services (VPEMSS)is a member of the Presidents senior leadership team, reporting directly to the President. The VPEMSS is the senior administrator of the Enrollment Services area and is responsible for all enrollment planning and execution. In this senior role, the VPEMSS provides comprehensive oversight for planning and implementation of goals, objectives and strategies related to the office of Enrollment and Student Services as well as ensuring the goals, objectives and strategies are reflective of the vision and mission of Morris Brown College.

As a principal aide to the President, while serving as the chief enrollment officer, the VPEMSS engages with a broad range of college leaders and external organizations to create, implement, and influence policies, initiatives and services that positively impact student enrollment, retention, engagement, and satisfaction. Primary responsibilities include the development and implementation of leadership initiatives to 1) Strategically plan, attract, and enroll qualified students to ensure optimum levels of enrollment across the college; and 2) help the college provide student access while maintaining a healthy financial profile through an appropriate balance between institutional financial aid and net tuition revenue. As a member of the senior cabinet, the VPEMSS plays an important role as participant and leader in the college’s overall promotional efforts, working closely with all Morris Brown shareholders to enhance the college’s reputation in the region and nationally.

The VPEMSS provides bold leadership in strategic planning, business, enrollment management, student services & student organizations, communications, partnership initiatives, and development.

Furthermore, the VPEMSS will be responsible for affairs and priorities as associated with becoming fully accredited through the Transnational Association of Christian Colleges and Schools (TRACS) and yearly renewal with The Georgia Nonpublic Postsecondary Education Commission (GNPEC).

Morris Brown College is undergoing significant transformation towards becoming a nationally recognized, globally engaged research and education enterprise. The VPEMSS will be responsible for assisting in the fulfilment of this goal.

 The VPEMSS reports to the President.

**Job duties**

Job duties for this role include (but not limited to) the following requirements as demonstrated in TRACS accreditation requirements, administrative polices handbook, and state requirements with The Georgia Nonpublic Postsecondary Education Commission (GNPEC):

* Serves as a member of the President’s senior leadership team who is responsible for meeting enrollment goals and targets; actively participates with the President and other senior vice presidents in strategic institutional planning, policy development, and problem resolution.
* Assist the President with organizing and prioritizing initiatives to achieve strategic goals, monitor and track metrics, and drive the design and/or execution of deliverables.
* Provides counsel to the President and serves as a sounding board and advises on sensitive matters; synthesizes information from a variety of internal and external sources and ensures the President has all the information necessary to make informed decisions. Provides excellent judgment, diplomacy, and understanding of college issues to support the President.
* Assists in coordinating college-wide projects that cross various divisions.
* Leads student services; handle various special projects and advise the President on a wide variety of executive and administrative matters, helps set the tone for communications emanating from the President’s Office, and represent the President, as needed, with internal and external constituents.

General Supervision and Management

* Provides strategic leadership and operational management for the Admissions Office, International Initiatives and Financial Aid Office; engages in collaborative efforts directed by the divisions of academic affairs and student affairs.
* Works closely with the Director of Financial Aid, Finance Office/CFO to ensure aid optimization to drive net revenue per student with an understanding of Return on Investment (ROI).
* Supervises the Office of International Initiatives; will increase the internationalization of the college, with a focus on international student enrollment growth. Will also be responsible for ultimate oversight of all agent and third-party relationships related to enrollment.
* Leads the development, implementation, and ongoing evaluation of a comprehensive enrollment management strategic plan. Recommends strategic initiatives and actions, and policy considerations to the President.
* Participates in and networks with the local and regional organizations and associations to facilitate recruitment initiatives and establish relationships that lead to enrollment partnerships.
* Supervises all aspects of the enrollment funnel and recruitment pipelines including development of the prospect and inquiry pools, conversion, application processing and review and yield activities.
* Works with the Director of Financial Aid to ensure proper aid direction and compliance with all federal and state regulations related to aid funding.
* Participates in a variety of recruitment and promotional events on and off campus as needed by the college.
* Leads all college marketing strategies related to enrollment.
* Builds strategic partnerships with members of the college community and outside stake holders to structure and execute college-wide enrollment recruitment and retention efforts.
* Identify, recommend, and implement appropriate/necessary training and professional development for self and staff reporting to the position.
* Practice continuous improvement; conduct and oversee work activity to increase efficiency of and improve the effectiveness and productivity of assigned areas.
* Supervise appropriate staff for the position as determined.

Service Excellence

* The VPEMSS will work collaboratively with other administrators and department heads; The VPEMSS will serve as an internal consultant.
* The VPEMSS will provide leadership to assigned areas by focusing planning and execution to help college management and the organization succeed and improve productivity, particularly by providing stakeholders with effective information, support systems, resources and business solutions.
* The VPEMSS will create and maintain a customer service culture, program, orientation and focus for assigned areas; The VPEMSS will monitor departmental activities and customer satisfaction with service delivery; The VPEMSS will identify and implement appropriate improvement measures.
* Other duties as assigned by the President.

• Bachelor’s Degree required, Master’s or Doctorate Degree preferred. • A minimum of ten years of progressive experience in recruitment and admissions at an institution of higher education, with significant executive/director level experience in these areas. • Significant direct supervisor experience and administrative leadership of multifaceted operations involving numerous professional, students and support personnel.

VPEMSS: Full-time 40 hours per week position minimum. Working hours will occasionally include evenings and weekends during peak periods including registration. Salary contingent on experience.

**To apply: Please send cover letter and resume to** **careers@morrisbrown.edu**

**Project CHOICE Community Navigator Internship**

***Background***

Morris Brown College is a private, coed, liberal arts college in the Vine City community of Atlanta, Georgia, United States. It is a historically black college affiliated with the African Methodist Episcopal Church. Morris Brown is seeking interns to help assist with the CHOICE (Community Health Optimizing Improved Care Empowerment) Project.

***Project CHOICE Community Navigator Description***

The CHOICE Project will primarily serve African American young people at the highest risk for HIV between 13 to 24 years of age, including such subpopulations as African American men who have sex with men (MSM). All project participants will be served within and be a resident of Fulton County in the state of Georgia, a locality hardest hit by the HIV epidemic.

During this internship, the selected student (s) – known as “Community Navigators” – will gain hands on experience in project management through leadership, organization, time and risk management and problem solving here at Morris Brown College. The internship may be offered as college credit as approved by the institution. The responsibilities include:

1. Assists in the management and coordination of navigated service delivery sites for participants, as guided by the Individual Development Plan
2. Assists in the identification and removal of barriers to participants fulfilling slated developmental goals and objectives.
3. Assists in the recruitment of participants.
4. Assists with the management of participants i.e. tracking participants and keeping records of participation utilizing Excel spreadsheet, and other tracking measures.
5. Assists Project Director and Project Coordinator/Lead Navigator with developing, implementing.

and maintaining Social Media Marketing strategies.

1. Participates in Project CHOICE Advisory Board meetings.
2. Other duties as assigned.

***Compensation and Dedication***

**This is a paid position with an hourly rate of $20 an hour. Students are expected to commit to working 10 hours per week for 48 weeks.**

**Minimum Qualifications**

* Junior/ Senior attending Clark Atlanta University, Morehouse College, Spelman College, Georgia State University, Oglethorpe, or Kennesaw State University
* Knowledge of managing prevention-based activities (one year of previous experience)
* Previous history working with sensitive information in the healthcare setting.
* Strong writing, planning, communication, and organizational skills
* Must be able to interact well with participants and CBO partners.
* Ability to work with minimum supervision and have working knowledge of Microsoft Office (Word, PowerPoint, Outlook and Excel), Adobe Software and Zoom Webhosting Platform

**To apply, send resume to:** **careers@morrisbrown.edu**

**Morris Brown College Registrar Specialist Internship**

***Background***

Morris Brown College is a private, coed, liberal arts college in the Vine City community of Atlanta, Georgia, United States. It is a historically black college affiliated with the African Methodist Episcopal Church. Morris Brown is seeking interns to help in various areas of operations to help resurrect the college.

These internships are **non-paid**, however, available for college credit as approved by your institution.

***Non-Paid* Internship Description- Fall 2021, Spring 2022, Summer 2022**

The **Registrar Specialist Internship** will offer students interested in higher education leadership the opportunity to learn about the registrar department. The registrar serves as the custodian of the records for students and ensures compliance with FERPA and other regulatory bodies. This person maintains the academic record of all students and plans and implements the registration process for classes. He/she works with other administrators to coordinate times and locations for class meetings and resolve scheduling conflicts. Other responsibilities include keeping records of all college classes and curriculum prerequisites, determining students' graduation eligibility, planning commencement activities, and preparing information such as honors lists, transcripts, and class rankings.

Morris Brown College would like to partner with Clark Atlanta University, Morehouse College, Georgia State University, Kennesaw State University, and Spelman College and other colleges to offer selected student(s) an opportunity to learn more about our organization while gaining useful experience that will be beneficial post-graduation.

We have a non-paid internship opportunity for the right student(s). In collaboration with the selected college/university, this opportunity will be for college credit (credit hours approved by the individual school) in which the student will work with office staff of Morris Brown College 10-15 hours a week.

Minimum Qualifications

-Junior/ Senior attending Clark Atlanta University, Morehouse College, Spelman College, Georgia State University, or Kennesaw State University

-Have experience or an interest in higher education, student affairs, registrar office work.

-Experience in utilizing/maintaining social media outlets such as Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, etc.

-Interest in learning more about HBCUs.

**To apply, send resume to:** **careers@morrisbrown.edu**

**Morris Brown College Alumni Affairs Department Internship**

***Background***

Morris Brown College is a private, coed, liberal arts college in the Vine City community of Atlanta, Georgia, United States. It is a historically black college affiliated with the African Methodist Episcopal Church. Morris Brown is seeking interns to help in various areas of operations to help resurrect the college.

These internships are **non-paid**, however, available for college credit as approved by your institution.

***Non-Paid* Internship Description- Fall 2021 and/or Spring 2022, Summer 2022**

The **Alumni Affairs Department Internship** will offer students interested in higher education leadership the opportunity to learn about the alumni affairs department. This department plans and carries out the College’s private fundraising program. Primary responsibilities relate to major gifts, planned gifts, and the major corporate fundraising event. In addition, the department coordinates the daily activities of the Office of Alumni Affairs. The Office of Alumni Affairs is responsible for coordinating all activities that involve the College and its alumni constituency. As a unit, the office coordinates programs designed to facilitate the participation of alumni growth and support of the College.

Morris Brown College would like to partner with Clark Atlanta University, Morehouse College, Georgia State University, Kennesaw State University, and Spelman College and other colleges to offer selected student(s) an opportunity to learn more about our organization while gaining useful experience that will be beneficial post-graduation.

We have a non-paid internship opportunity for the right student(s). In collaboration with the selected college/university, this opportunity will be for college credit (credit hours approved by the individual school) in which the student will work with office staff of Morris Brown College 10-15 hours a week.

Minimum Qualifications

-Junior/ Senior attending Clark Atlanta University, Morehouse College, Spelman College, Georgia State University, or Kennesaw State University

-Have experience or an interest in higher education, student affairs, alumni affairs office work.

-Experience in utilizing/maintaining social media outlets such as Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, etc.

-Interest in learning more about HBCUs.

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