ASSISTANT PROVOST OF ENROLLMENT AND ACADEMIC STRATEGIC PLANNING

From the Office of the Associate Provost of Enrollment and Academic Strategic Planning
We are seeking an Assistant Provost of Enrollment and Academic Strategic Planning to support the implementation and evaluation of academic strategic initiatives and guide strategic enrollment management.
Michigan State University is looking for an Assistant Provost of Enrollment and Academic Strategic Planning. Higher ed job postings often tout the opportunity to make an institutional impact, and this position will definitely make good on that claim. But the real promise of this position will be the transformative effect this Assistant Provost will have on generations of students to come. MSU is in the midst of fundamental shifts in our approach to student success. These changes will undoubtedly bolster the university's reputation while throwing open the doors of accessibility and inclusion.

Notably, this position will lead the development and launch of Enrollment Services’ One-Stop Shop, where MSU students can access the wide range of services necessary for their success in one place. Given the distribution of resources at a large university like ours, this tops the list of most-requested ideas on our campus. The assistant provost will have the opportunity to lead a unit that we expect will be met with celebration across the academic landscape at MSU.

Equally important, the assistant provost will provide support for enrollment management services (Admissions, Registrar and Financial Aid). They will lead the development of processes, systems, and metrics for the continuing assessment of Enrollment Services and other strategic initiatives.

Additionally, the assistant provost will lead and manage the creation of the Accreditation and Curriculum Catalog office and assist with change management for the Associate Provost office. The final major component of this position involves working with campus partners such as associate provosts, deans, chairs, and faculty and academic staff to solicit feedback, to develop a strategic, iterative process for the continued growth and collaboration of the enrollment services.

The right candidate will be a creative person looking for substantial challenges. They will also be equipped with substantial resources to approach those challenges. Leadership has secured a $500M “century bond” to further reinforce the financial stability of the university as it continues to enroll record numbers of students each year. This position’s duties involve bringing facets of MSU’s 2030 strategic plan to life on a grand scale, which means the right candidate will enjoy broad institutional support. This is a milestone-creating position with the potential to leave a personal legacy at one of the nation’s finest public universities.

**JOB DESCRIPTION**

The Assistant Provost of Enrollment and Academic Strategic Planning is an Executive Management position and is a member of the Associate Provost of Enrollment and Academic Strategic Planning leadership team. The person in this role will be tasked to support the implementation and evaluation of academic strategic initiatives and to guide strategic enrollment management (Admissions, Registrar and Financial Aid). In addition, the unit is looking for an innovative person to specifically manage the creation and launch of the Enrollment Service’s One-Stop shop and the Accreditation and Curriculum Catalog units.

The primary roles of the Assistant Provost of Enrollment and Academic Strategic Planning are to:

1. Lead the development and launch of Enrollment Service’s One-Stop shop.
2. Lead and manage the creation of the Accreditation and Curriculum Catalog office.
3. In tandem with national and international trends and University imperatives, work with campus partners such as associate provosts, deans, chairs, and faculty and academic staff to solicit feedback, to develop a strategic, iterative process for the continued growth and collaboration of Enrollment Services.

4. Lead the development of processes, systems, and metrics for the continuing assessment of Enrollment Services and other strategic initiatives.

5. Align key customer service metrics from the One-Stop shop to inform strategic planning for enrollment management service units (Admissions, Registrar, and Financial Aid).

6. Develop iterative training programs related to key computer software and functional aspects of enrollment services for all stakeholders based on annual operational processes.

7. Assist with change management for the Associate Provost office.

8. Provide regular reports to leadership and campus partners on strategic implementation status.

9. Recommend actions necessary to ensure success in achieving development and expansion of Enrollment Services and other strategic initiatives.

**MINIMUM REQUIREMENTS**

- Earned doctorate and extensive experience at the college or University level in strategy, planning, budgeting, and/or human resources.
- Understanding of academic governance, organization and structures.
- Experience working with human resource software, project management software, statistical software and word processing software.
- Demonstrated knowledge of current international, national and statewide issues and trends related to higher education in general, and those in research intensive universities in particular.
- Demonstrated ability to lead, coordinate, and supervise the work of a diverse group of colleagues.
- Demonstrated commitment to core institutional values, including strengthening a climate of respect, caring, diversity, equity, and inclusion.
- Effective skills at collaboration within and across units.
- Strong communications skills.

**PREFERRED QUALIFICATIONS**

- Knowledge of and participation in professional work in the area of enrollment management services in higher education at the national level.
- Knowledge of current research in the area of enrollment management services in higher education.
- Knowledge of Michigan State University or a similar institution in terms of culture, structure, and organizational processes.