



**NORTHERN CARIBBEAN UNIVERSITY**  
**JOB DESCRIPTION**

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**Job Title:** Associate Vice President with Responsibility for Enrolment Management and Services

**Division:** Student Services

**Reports to:** Vice President

**JOB SUMMARY**

The Associate Vice President with responsibility for Enrolment Management and Services provides leadership in the development and implementation of a comprehensive enrollment management plan for the University. The Associate VP for EM provides support to the Vice President and leadership, oversight and coordination among the offices and functions of Recruitment and Admissions, International Student Services, Academic Accommodation for Students with Disabilities, Career and Employment Services, Student Engagement and Retention, Scholarships and Student Aid, Social Development and Residence Halls.

The Associate VP for Enrolment Management and Services contributes to the develop of effective policies and procedures related to student enrollment and enrollment-related functions. The AVP generates reports and analyses data to inform the campus community regarding enrollment- related issues and serves as a member of the Administrative Council, this position also advises the Vice President on matters pertaining to general development of the division, strategic planning and budgeting. The AVP for Enrolment Management and Services will also serve on other committees as outlined in the University's Standing Committees.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Promote high Christian standards in students' conduct as well as in student groups/organizations.
- Provide leadership for the University's enrolment management effort by coordinating the development and implementation of an effective enrollment management plan, including enrolment objectives, chairing the Enrolment Management Committee, and participating in other committees and task forces related to enrolment management.
- Coordinate the development and implementation of strategies, programmes, and activities across divisions to achieve enrollment, retention, graduation, and career destination rates.

- Provide oversight for the departments closely aligned to the enrollment management function namely, Recruitment and Admissions, Scholarships and Student Aid, Career and Employment Services, Social Development, and the Halls of Residence.
- Coordinate Student Leaders Training
- Coordinate training for and provide guidance to faculty and staff advisors to clubs and societies and other student co-curricular groups.
- Coordinate the *Weekender* and provide oversight of student’s publications such as the *Hilltop Trumpet*, and the *Palm Leaves* (the annual yearbook).
- Co-chair regularly scheduled meetings of the sector.
- Supervise the activities of student associations, clubs and provide liaison between these and the office of the Vice President
- Play an active role in the guidance, counselling and disciplinary programme of the university.
- Oversee the Residence Hall Deans
- Oversee the Co-ordinator of Social Development, including monitoring the management of the gymnasium
- Support the VP for Student Services by editing reports prepared for the President and the Board of Governors, the media, internal and external audiences.
- Assist the Vice President for Student Services in responding to students’ issues, concerns, and citizenship.
- Contribute to the overall success of the Division of Student Services by performing other essential duties and responsibilities as assigned by the Vice President for Student Services.

**MARGINAL FUNCTIONS**

1. Serve on internal and external committees and organizations at the request of the President.
2. Represent the University, at the request of the President, at designated internal or external events and activities.
3. Promote the purpose and mission of Seventh-day Adventist Higher Education, in general, and Northern Caribbean University, in particular.
4. Portray in dress, conduct and general deportment the standards, values and ethos of Northern Caribbean University.

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**Supervision received from:**

Vice President

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**Liases with:**

(a) **Internally:**

Sector Directors, Deans  
And Department Chairs  
Faculty and Staff  
Student Leaders

(b) **Externally**

Denominational organizations  
Government and Non-government organizations  
Other institutions of higher education  
Community Organization

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**Supervision given to:**

- Director Recruitment and Admissions
- Scholarships and Student Aid
- Career and Employment Services
- Coordinator, Social Development
- Deans, Residence Halls

**Minimum Requirements:**

- The ideal candidate should possess at least a Master’s degree, preferably in Student Affairs, Higher Education Administration, Theology, Psychology, Social Welfare or a related discipline.
- The ideal candidate should have at least five (5) years’ experience in administration, working with young people and adults.

**Knowledge, Skills, Abilities and Worker Characteristics:**

- Strong leadership skills.
- Excellent interpersonal skills.
- Have an appreciation of the NCU ethos and philosophy.
- Possess a working knowledge of the needs of young people.
- Excellent oral and written communication skills.
- Effective team building skills.

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I, the undersigned, have read, understood and accepted the aforementioned Job Description and expectations of the position Associate Vice President for Student Services, with responsibility for Enrolment Management and Services.

Worker: \_\_\_\_\_  
Name Signature Date

Supervisor: \_\_\_\_\_  
Name Signature Date