



**Job Announcement**  
**Associate Vice Chancellor of Enrollment Services**

Provost and Executive Vice Chancellor Elizabeth Watkins invites nominations and applications for the position of Associate Vice Chancellor of Enrollment Services (AVC-ES) at UC Riverside. This is an open recruitment for a 100% appointment reporting directly to the Provost and Executive Vice Chancellor (PEVC).

The AVC-ES provides vision, oversight, leadership, and direction to the Enrollment Services Organization and campus enrollment services functions consisting of a total of four departments and one operational entity: Undergraduate Admissions (UGA), the Office of Financial Aid (FA), Registrar's Office (RO), Campus Tours, and Highlander One Stop Shop (HOSS). The AVC ES exemplifies a focus on streamlining and simplifying processes to promote a student-centered paradigm; and is committed to goal setting, performance measurement, and evidence-driven decision making.

The AVC-ES will:

Engage with and impact the lives of tens of thousands of UCR and pre-college students each year. The AVC ES will work with constituents across the University to pursue an agenda that includes:

- Promote the admissions and outreach programs of UC by cultivating relationships with prominent state and national figures to influence public policy.
- Develop strong relationships with nondominant communities to understand their local context and community assets.
- Provide strategic oversight for the recruitment and analysis of academic credentials of over 50,000 freshmen and transfer-level applications annually and (in accordance with Regent policy and local UCR policy) works with the schools and colleges to select a talented and diverse incoming undergraduate class.
- Provide leadership to a diverse constituency of faculty, organization senior managers, OP, the Regents, and the state legislature.
- Demonstrate a commitment to advancing diversity, equity, and inclusion in the workplace.
- As the Organizational head of Enrollment Services, provides vision and direction to the Organization through the development of long- and short-range goals and objectives that are in concert with the overall mission of the University and consistent with professional standards for the administration of Enrollment Services programs.
- Serve as the control point for ES, by implementing appropriate policies and procedures, approving all requests submitted from ES departments, and overseeing ES budgets, payroll, and personnel matters.
- Oversee a budget that consists of various funding sources, which include state, federal, and registration fee funds totaling \$12 million in permanent funds and over \$9 million in temporary funds. Provides consultation to ES directors in the planning and development of annual budgets that are consistent with campus and departmental goals and objectives. Supervises the disbursement of \$400 million in student financial aid.
- Guide UCR through a period of rapid student growth and manage system-wide and campus-specific changes to admissions processes and policy.

Critical attributes include:

- Advanced degree in related area and/or equivalent experience/training.
- 10 – 15 years of related experience.
- Previous supervisory/managerial experience.
- Ability to build consensus and credibility with all constituents.
- Ability to develop and lead innovative outreach and admissions programs.
- Ability to direct complex financial, human, and management information system resources.
- Experience in leading successful change efforts, including continuous improvement initiatives.
- Knowledge of the faculty governance process.
- Strong leadership and management skills.
- Knowledge of national trends in outreach and admissions.
- Ability to serve different roles with various constituencies, including UC Office of the President, Provost's Cabinet, faculty, students, staff, community organizations, school districts, community colleges, elected officials of the Inland Empire, and others as appropriate.
- Knowledge of management information systems and operational computer systems design, techniques, and applications. Demonstrated ability to apply knowledge in a service-based environment.

Confidential review of applications, nominations, and expressions of interest will begin immediately and continue until an appointment is made. Please direct questions to Human Resources Manager Tanya Adams ([tanya.adams@ucr.edu](mailto:tanya.adams@ucr.edu); 951-827-2112). **To be ensured full consideration, please apply no later than 11:59 p.m. on Monday, January 31<sup>st</sup>, 2022, by submitting an electronic letter of interest, curriculum vitae, and a statement of contributions to diversity via [iRecruit](#)**



*UCR is a world-class research university with an exceptionally diverse undergraduate student body. Its mission is explicitly linked to providing routes to educational success for underrepresented and first generation college students. A commitment to this mission is a preferred qualification.*

*In a "Statement of Contributions to Diversity," we ask applicants to describe their past and/or potential future contributions to promoting a diverse, equitable, and inclusive environment, which is a key requirement of the role of every faculty member and administrator at UCR. There are numerous ways to contribute, and a commitment to this part of our mission can be reflected through research, teaching, supervision, mentoring, community engagement, service, and any of the other varied activities that are a part of an academic career.*

*The University of California is an Equal Opportunity / Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.*