



Blackburn College in Carlinville, Illinois invites nominations and applications for the position of Vice President of Inclusive Enrollment. The Vice President of Inclusive Enrollment is a key member of the President’s leadership team. The Vice President will supervise and be responsible for all aspects of the admissions, recruitment, and financial aid processes. Reporting to the President, the Vice President will join the Blackburn College community on or before January 1, 2021.

PROSPECTUS OF THE COLLEGE

Founded originally as a Presbyterian seminary by Gideon Blackburn in 1837, Blackburn College is the third oldest college in Illinois. In 1913, Blackburn distinguished itself by adopting the “Self-Help Plan,” now known as the Work Program, which solidified the College’s commitment to affordability and access. Today, Blackburn’s commitment to the liberal arts links outstanding classroom instruction with hands-on learning and leadership experiences. As one of eight federally recognized Work Colleges, all residential students are required to work at least ten hours per week on campus.



Blackburn’s Work Program truly makes the college unique. It is the only student-managed program in the country: with the help of an advisory Dean of Work, the student Work Committee is responsible for creating and implementing all Work Program policy and running all aspects of the program. This shared work environment creates a unique campus culture where everyone contributes to the community, working in all areas of campus ranging from dining and grounds to academic, business, and institutional advancement offices. Not only does the real-life work experience provided by these jobs suit Blackburn graduates for success in employment and graduate school, but it also dramatically reduces the cost of a Blackburn education.



Blackburn is also distinctive in its long-standing commitment to access and affordability. The College utilizes an aggressive financial aid process, offers unique work opportunities for all students, works deliberately to keep tuition, room and board costs low and funds a myriad of institutional grants and scholarships that both recognize academic talent and meet financial need.

As a federally recognized work college, Blackburn offers work assignments to all students to both reduce the cost of education and provide valuable and marketable work experiences for our students. Blackburn College is among the lowest priced private institutions in the region, by design. The approach to pricing is conservative and recognizes the financial barriers faced by the majority of our students. The net cost for many of our students is in line with charges at state funded colleges and universities.

THE POSITION

The Vice President of Inclusive Enrollment is responsible for providing leadership and administrative oversight in support of the college strategic plan and priorities, especially for the Admissions and Financial Aid departments. Candidates should be proven leaders, strategic thinkers, and seek pragmatic, creative solutions to challenges. Candidates should be collaborative leaders that are serious about their role as mentors and are deeply committed to Blackburn’s mission and vision. The ideal candidate will demonstrate a sincere interest in and understanding of higher education, have a minimum of a Bachelor’s degree, although a Master’s is preferred, and have a minimum of 5 years admissions and financial aid experience; preferably in higher education.

Blackburn is a close-knit community, where faculty, staff, students, alumni, and friends all feel a deep connection to and ownership for the College. This sense of pride is enhanced by the College’s long-standing commitment to shared governance, transparency, and trust. Any successful Vice President at Blackburn must be open to feedback and ready to lead in a collaborative environment.

THE PRIMARY RESPONSIBILITIES

The Vice President reports directly to the President and provides vision, leadership and administrative oversight for the admissions and financial aid staff and operations. The Vice President provides key support, in consultation with the Marketing Department, in the development and implementation of the College's strategic admissions recruitment and marketing plans for all prospective and admitted students. The Vice President is also responsible for overseeing the development of the annual financial aid packaging plans and ensuring that it is accurately applied throughout each cycle. This position also supports the College's retention and student success efforts on campus.



REQUIRED EDUCATION, SKILLS, AND ABILITIES

- A bachelor's degree required, master's degree preferred
- A minimum of 5 years of admissions and financial aid experience, preferably in higher education
- Previous experience with managing professional and student staff is preferred
- Ability to communicate effectively in person and in writing
- Should possess high energy, attention to detail, and the ability to organize effectively
- Requires regular evening and occasional weekend work
- Computer literacy including Microsoft Word, PowerPoint, and Excel
- Knowledge of CAMS or similar student database software is strongly preferred
- Demonstrated leadership and motivational ability
- Practical knowledge of student financial aid programs and strategies
- Possession of a reliable means of transportation, valid driver's license and state's mandatory insurance coverage to travel and work nights and weekends as necessary
- Energetic and self-motivated

THE OPPORTUNITIES

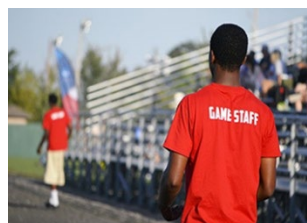


Taking Enrollment to the Next Level

In the past few years, Blackburn has laid significant groundwork for advancing by strategically making capital improvements, adding new academic programs, and launching scholarship and recruitment initiatives. Blackburn is a rarity in American higher education - a model that combines long-term financial strength, affordability, high academic quality, and focus on serving first generation and low-income students. The Blackburn campus community is also quickly growing in diversity and we are actively seeking candidates who can reflect and relate to our student body.

Retention

Freshman retention over the past decade has fluctuated, but has generally trended upward. Likewise, six-year graduation rates in recent years have been inconsistent, though in line with other schools serving low income and first-generation students. Given the high cost of attrition to Blackburn and its students, improving retention has been and will be a significant focus for leaders of the College. The Gardner Institute was retained in 2016 to provide expert guidance as Blackburn developed its retention initiatives, and the President led a wide-ranging spectrum of the Blackburn community to implement recommended retention initiatives. Since Gardner, Blackburn has joined the ILEA Consortium of Colleges focusing on creating equitable experiences for all students. Retention and enrollment growth are important components of the new strategic plan that members of the College have been updating over the last year.



Meeting Institutional Needs

During the past several years, the College has focused resources on projects that will attract and retain students and bring alumni donors back to campus. Particular attention has been paid to campus facilities and to maintaining affordability.

THE COMMUNITY

Blackburn College is located in Carlinville, Illinois, a town of 5,700, between Springfield, Illinois, and St. Louis, Missouri. The College enjoys a very positive relationship with the community. Carlinville has been called one of the “Best Small Towns in America,” and is the seat of Macoupin County, home to the majestic Macoupin County Courthouse. Carlinville offers a slice of small-town Americana, with excellent public schools, brick streets around the town square, many parks, and historical homes and buildings. The College is within an easy drive, or Amtrak ride, of the urban centers of St. Louis and Springfield. Thus, larger-city cultural, shopping and other opportunities are within easy reach for residents of Carlinville while they enjoy a low cost of living, tight-knit community and a family-friendly, small town environment.

THE APPLICATION PROCESS

The Vice President of Inclusive Enrollment Search Committee will be accepting applications through October 9, 2020 and will continue its work until an appointment is made. Applications must include a letter of interest that includes a diversity statement describing what diversity means to you and why it is important, resume, and five professional references with email and telephone numbers (references will not be contacted without prior authorization from the applicant). Applications and nominations should be sent electronically to hr@blackburn.edu.

Blackburn seeks to build an inclusive faculty and administration that can engage the interests of a diverse population; underrepresented persons are strongly encouraged to apply. The successful applicant must provide proof of authorization to work in the United States. Blackburn College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law. Employment-based immigration sponsorship is not offered for this position.

For additional information about Blackburn College, please visit our website at www.blackburn.edu.

