



**DEAN OF UNDERGRADUATE ADMISSION AND UNIVERSITY FINANCIAL AID
DIVISION OF MARKETING & ENROLLMENT**

POSITION PROFILE:

The Dean of Undergraduate Admission and University Financial Aid plays a strategic leadership and management role in meeting Hamline University's undergraduate enrollment goals and objectives. Hamline seeks an experienced, articulate, collaborative leader to fill this role.

This position will provide vision, leadership, and strategic direction for the dynamic and professional directors and teams of undergraduate admission and financial aid. He/she will provide guidance and support for these teams, which are charged with developing and executing the strategies and tactics that drive the university's undergraduate admission and university financial aid functions.

The ideal candidate will build key relationships throughout the university and will, in particular, work closely with academic leadership, marketing, graduate admission, and strategic communications to grow enrollment, while reinforcing the strong reputation and brand identity of Hamline. He/she must demonstrate excellent communication, presentation, and interpersonal skills, and this person must have significant experience and success in engaging a diverse clientele.

The Dean of Undergraduate Admission and University Financial Aid will shape a comprehensive enrollment function, with data-informed decision-making driving the staffing and resources needed to achieve enrollment goals. He/she must also have significant experience in the use of enrollment technology, tools, and databases and in understanding how they can work together to propel the admission and financial aid process. Experience selecting and managing vendors and integrating disparate technology formats into a student relationship management system and ability to manage and interpret data is also a must. A strong proficiency with Banner and Hobson's Connect systems is preferred.

The position requires a deep understanding of the interdependence of academic mission, the admission cycle, enrollment management, higher education marketing, and university life, as well as strong knowledge of current federal, state and college financial aid programs.

The ideal candidate for this role will have significant senior management experience and a proven track record of success in leading enrollment management functions. He/she must demonstrate success in leading teams and in creating and implementing a strong recruitment plan.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

A. Primary Leadership and Management Responsibilities (85%)

1. Provide leadership and strategic direction for Hamline's enrollment and financial aid functions. Set the strategic vision for the teams' long-range planning & goal-setting, as well as measurement of teams' accomplishments. Pursue new pathways to attract and enroll highly qualified students. Meet the university's net revenue goals.
2. Develop and maintain relationships with the high school counseling community members and advance Hamline's local and national relationships with secondary schools and counselors.
3. Supervise a director of undergraduate admission and a director of financial aid in leading their teams (of more than 20 staff members).
4. Provide guidance and support to the director of undergraduate admission in working with marketing and strategic communications staff to develop a communication plan, cycle, and schedule, as well as on the coordination and development of undergraduate admission marketing and communications materials and publications (print and digital elements).
5. Lead undergraduate admission and financial aid teams in working collaboratively with academic deans, athletics, student administrative services, student affairs, academic advising, events, international and off-campus programs, and undergraduate faculty and staff to meet or exceed undergraduate enrollment objectives.

B. Other Duties (15%)

1. Attend key university meetings including Student Success Steering Committee meetings, and others, as assigned.
2. Present to student, parent, and educational groups the educational opportunities available at Hamline
3. Build relationships and represent Hamline University with professional and university affiliations such as NACAC and MACAE.

MINIMUM EDUCATION/EXPERIENCE:

Bachelor's degree from an accredited college or university

Five+ years of senior supervisory experience, leading undergraduate admission team and leading or working closely with financial aid team at a college or university.

PREFERRED EDUCATION/EXPERIENCE:

Master's degree from accredited college or university

Seven+ years of senior supervisory experience, leading undergraduate admission team and leading or working closely with financial aid team at a college or university.

REPORTING RELATIONSHIP:

Position will report to the Vice President of Marketing and Enrollment Management.

PHYSICAL REQUIREMENTS: Travel required. Ability to sit for long periods of time at the computer; job requires heavy concentration. Ability on occasion, to lift and carry more than 20 pounds. Must be willing to work weekends and evenings.

TO APPLY:

Please send a cover letter, resume and the names and phone numbers of three references to:

hujobs@hamline.edu

This position will remain open until filled but may be closed upon the discretion of the University.

EOE/AA