



**DIRECTOR OF UNDERGRADUATE ADMISSION
DIVISION OF MARKETING AND ENROLLMENT**

The Director of Undergraduate Admission is a key member of Hamline University's enrollment leadership team. This role will collaboratively develop and execute a strategic plan for Hamline's undergraduate student admission efforts. This role works with the Dean of Admission and Financial Aid to ensure the smooth operation of the undergraduate admission function.

Primary responsibilities include but are not limited to: Collaboratively planning and implementing a comprehensive undergraduate admission marketing and communication plan, managing the application evaluation process, and managing the undergraduate admission counselor staff.

The successful candidate must promote a strong, collaborative team environment where participation, professional development, and student-centered service are central to the team's culture. The successful candidate will also have found success using student counseling and transparent admission practices to identify students who benefit and grow within a mission-centered learning institution. The successful candidate will understand and interpret data to build selectivity and to meet institutional objectives within a values-based management style.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Manages, either directly or indirectly, departmental staff to ensure enrollment and activities goals are met on an ongoing basis and that department staff act ethically and with integrity in all activities, adhering to the NACAC and Hamline University policies.
- Establishes and maintains strong communication channels and effective relationships with other internal and external constituents. Must be proactive in seeking solutions to the challenges faced in a highly competitive environment.
- Works in coordination with the Dean of Admission and Financial Aid to establish appropriate goals and design programs for staff's professional development. Collaborates with the Dean to ensure consistent and effective management, hiring, and training practices.
- Holds effective admissions staff meetings to ensure a cohesive strategy, provide product knowledge, and review and test results of professional development activities.
- Manages and understands data to meet strategic enrollment goals.
- Manages a recruitment territory.
- Works in collaboration with the Dean of Admission and Hamline's Strategic Communications, Events, and Marketing teams in the creation of undergraduate marketing and communications materials.
- Develops appropriate touring activities to maximize prospective student visits.

- Assists admissions officers in developing interviewing and counseling techniques.
- Meets with and assists admissions staff in the attainment of pre-established goals; provides needed support; resolves problems and recommends action to ensure accomplishment of goals; monitors overtime hours of employees.
- Successfully completes all new-hire and ongoing training courses.
- Maintains a thorough knowledge in the field of enrollment management.
- Manages strategic and mission-critical initiatives as assigned.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Requirements:

- Exceptional leadership, organization, presentation, writing, and communication skills
- Ability to self-start and work well in a demanding, fast-paced environment
- Ability to manage simultaneous projects with demonstrated attention to detail
- Excellent interpersonal skills; ability to work with a diverse clientele

MINIMUM EDUCATION/EXPERIENCE:

Bachelor's degree from an accredited college or university. Master's preferred.

PREFERRED EDUCATION/EXPERIENCE:

Candidates with 5+ successful years of experience in a private college or university admission office will receive the highest consideration.

Some travel, evening and weekend work will be expected.

REQUIRED LICENSURE/CERTIFICATION/REGISTRATION: Must have valid driver's license and reliable transportation, as the role will require travel.

REPORTING RELATIONSHIPS: This position reports to the Dean of Admission and Financial Aid, who reports to the Vice President of Marketing and Enrollment. This position also works closely with peers in marketing, strategic communications, event planning, alumni relations, student affairs, and graduate admission.

WORKING CONDITIONS / EQUIPMENT: Ability to lift and carry more than 40 pounds. Must be available for some evening and weekend events.

TO APPLY:

Send a resume, cover letter and the names and phone numbers of three references to hujobs@hamline.edu Deadline for resumes is May 10, 2014.

EOE/AA