



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

POSITION PURPOSE:

The Dean of Undergraduate Admission and University Financial Aid plays a key leadership and management role in meeting Hamline University's undergraduate enrollment goals and objectives.

The person to fill this role will lead a dynamic, professional team that develops and executes strategies and tactics that drive the university's undergraduate admission and university financial aid efforts. This person 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.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

A. Key Leadership and Management Responsibilities (85%)

1. Supervise over 20 staff (directors and their teams) in Undergraduate Admission and University Financial Aid. Manage the professional development and training of these teams. Conduct year-end performance evaluations.
2. Lead the teams' long-range planning & goal-setting.
3. Work closely 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).
4. Provide oversight/leadership support for all undergraduate admission events.
5. Work collaboratively with Admission staff, Academic Deans, Athletics, Student Administrative Services (Registration & Records, Financial Aid, and Student Accounts), Academic Success, Academic Advising, Marketing, Strategic Communications, Events, Graduate Admission, Hedgeman Center, Student Affairs, International and Off-Campus Programs, Student Activities and Leadership Development (Orientation), Undergraduate faculty and staff to meet and or exceed the 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 with professional and university affiliations such as NACAC and MACAE.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Requirements:

- Excellent written and verbal communications skills
- Excellent presentation skills



- Deep understanding of the interdependence of academic mission, the admission cycle, enrollment management, higher education marketing, and university life
- Deep understanding of current federal, state and college financial aid programs
- Deep knowledge and experience using enrollment technology, tools, and databases can work together and 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
- Ability to lead and work with a collaborative, engaged team in a dynamic environment
- Ability to lead and manage simultaneous projects with demonstrated attention to detail
- Excellent interpersonal skills; ability to work with a diverse clientele
- Strong organizational and management skills

Preferences:

- Proficiency with the following systems: Banner, Connect

MINIMUM EDUCATION/EXPERIENCE:

Bachelor's degree from an accredited college or university

Five+ years spent leading undergraduate admission team and leading or working closely with financial aid team at a college or university; strong supervisory experience is a must!

PREFERRED EDUCATION/EXPERIENCE:

Master's degree from accredited college or university

Seven+ years spent 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