About This Role: The Executive Director for Recruitment and Admissions provides leadership for a newly formed department with the expectation to work at a fast pace and to respond to the dynamic nature of enrollment management. This role provides guidance and leadership in the development and implementation of recruitment, admissions, and new student transition strategies for the traditional undergraduate program, including freshmen, transfer, and international students to Kansas State University.

Reporting to the Vice Provost for Enrollment Management, this position is responsible for leading all recruitment and enrollment initiatives such as external recruitment, on-campus visitation, admissions evaluation, orientation and enrollment programs, competitive scholarship awarding, and project management in support of the university’s enrollment goals. This position provides leadership for the Berney Family Welcome Center, including interactive technology and building management.

Collaborating with the Division of Communications and Marketing, the Executive Director will develop marketing and communications plans, educational and promotional activities, electronic and print marketing pieces that specifically promote undergraduate programs, generate interest, and build broad awareness for undergraduate programs. The position represents the University in public venues by providing presentations, interviews with print and electronic media, and hosts events for prospective students, families, and other key partners.

Essential to the success of this leadership role is the ability to promote and contribute to a student-centered culture while influencing a team to do the same with a high standard of excellence. Collaboration with internal and external stakeholders to further the mission of the University is an essential part of the work of the department. Staying abreast of higher education and enrollment trends is a must, then interpreting, building strategies, and communicating about these trends is critical to the success of the Executive Director.

The Executive Director of Recruitment and Admissions must be very organized, analytical, creative, flexible, self-motivated with a personal commitment to excellence and efficiency, and passionate about serving prospective and current K-State students to achieve their educational goals. The successful candidate must be a responsive problem-solver with the ability to quickly synthesize data and implement strategies to achieve goals. Managing the recruitment budget for the entire undergraduate admissions team and maximizing university resources is expected of this leadership role. The Executive Director of Recruitment and Admissions much be an excellent manager of human and fiscal resources. A flexible work schedule, including evenings and weekends, is required for the Executive Director.
Why Join Us: Recruitment and Admissions promotes student success by engaging prospective, new and current students and families with the K-State community in a spirit of inclusivity, collaboration, and excellence.

Our Mission

Recruitment and Admissions assists students and families in the college admissions process and transition to K-State. Recruitment and Admissions offers quality programs and services designed to provide information, guidance, and access to our campus community.

Our Contribution to the K-State Community

Recruitment and Admissions provides a window to the undergraduate student experience at K-State by offering a personalized college search and outstanding, responsive service to our students and families. We are successful in our work through collaboration and strong partnerships with the campus community for program delivery. We inform, encourage, and guide students and families during an important transition in their lives.

For more information about K-State's Office of Enrollment Management, please visit https://www.k-state.edu/enrollment-management/.

This position is benefits eligible: health insurance, life insurance, retirement plans, tuition assistance program, paid time off—vacation, sick, and holidays.

To learn more visit: http://www.k-state.edu/hcs/benefits/

We Support Diversity and Inclusion:

Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the Principles of Community.

What You’ll Need to Succeed:

Minimum Requirements:

- Master's Degree
- Seven (7) years of relevant experience, to include: constituent relationship management (CRM) experience, managing a full-time professional team with the ability to supervise, train, motivate, and mentor staff in a high performing organization; and experience in budget development and fiscal management with demonstrated ability to grow revenue streams

Preferred Qualifications:

- Ph.D. in student personnel administration, higher education, or a related discipline
• Aptitude for creative, inspiring, and accomplished leadership with the highest level of commitment to advancing the organization’s goals
• Proven ability in growing and sustaining racial, ethnic, and economic diversity in a student body
• Demonstrated success in program implementation for diverse populations on a cross-culturally competent campus
• Demonstrated success in evaluating and improving the practices of the student enrollment experience, including timely, effective, and positive engagement with students and families throughout their experiences with admissions
• Strong analytical skills, including the ability to digest and apply relevant research and data, leveraging analytics and technological tools
• Sound judgment in making decisions and recommendations with the highest levels of integrity, fairness, and ethical standards
• Demonstrated success in strengthening applicant pools and admitted student enrollment through proactive marketing and recruitment efforts
• Superior communication and listening skills with the ability to make connections, earn trust, and foster collaboration to engage in collective action in a complex, decentralized environment
• Proficiency utilizing electronic technology to include Microsoft Office suite programs, constituent relationship management (CRM) and content management systems
• Eagerness to engage in meaningful discourse about enrollment priorities and trade-offs
• A supervisory record that demonstrates strengths in recruiting top talent and mentoring and leading a cross-culturally diverse high performing teams

Other Requirements:

• Applicants must be currently authorized to work in the United States at the time of employment

How to Apply:

In your application materials, please include a single file pdf containing the following:

1. A letter of interest describing relevant experiences and interest in the position
2. Curriculum vitae or resume
3. Three professional references including name, address, phone number (mobile number if appropriate) and email address

Application queries or nominations should be sent to:

Executive recruiter, Lindsey Fouquette at lfouquette@ksu.edu

Screening of Applications Begins:

The search committee will accept applications and nominations until June 5, 2020. The committee will begin identifying candidates to interview on June 12, 2020, and initial interviews will take place the week of June 22.
**Anticipated Hiring:** $104,030 - $143,040 annually

**Salary Range:**

**Equal Employment Opportunity:** Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

**Background Screening Statement:** In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.