

Position Vacancy Notice

Director of Admissions and Academic Advising

Position Summary:

The Director of Admissions and Academic Advising will conduct all operational aspects of the Offices of Admissions and Advisement, including supervision of professional advisors, admissions officers, support staff, coordination of recruitment planning, coordination of an advising model for faculty, and participation as a key member of Enrollment Management.

Required Knowledge/Skills and Abilities:

- Exceptional organizational and time management with demonstrated ability to plan, coordinate, prioritize, and effectively execute multiple initiatives, programs, and events, and meet established deadlines.
- Strong interpersonal communication; demonstrated ability to establish and develop productive and collegial relationships, collaboration, and communication with on campus constituencies (e.g., staff, faculty, students, managers, etc.) and building effective teams as needed.
- Technical proficiency in electronic document management systems, student information systems, i.e. Jenzabar and MS Office Suite.
- Exceptional leadership qualities including motivation, supervision, delegation, planning and assessment; ability to train, mentor and effectively communicate with staff, faculty and students at all levels.
- Ability to communicate clearly and effectively both in writing and verbally; demonstrated effective public speaking skills
- Ability to develop and implement a comprehensive assessment plan for University Advising to include analysis and interpretation of student retention and graduation data
Ability to develop and implement recruitment and admission predictive enrollment plan to include research analysis and application of best practices
- Demonstrated ability to work in consultation with technical (IT) staff regarding implementation of electronic data and degree audit systems
- Demonstrated ability to set and implement policy; to review and act upon the most difficult individual and organizational problems and to administer programs.
- Ability to commit to the highest ethical standards
- Ability to participate in evening and weekend commitments as necessary

Required Qualifications:

Minimum qualifications include a bachelor's degree, five years of progressively responsible experience in college recruitment and admissions (or closely related enrollment management area), and three years of supervisory experience, including hiring, evaluation, supervision, motivation, and training of professional and student

staff. Successful candidates will also demonstrate working knowledge of the admission process, including recruitment/yield strategies, admission cycle, and application processing; ability to establish collegial relationships with diverse students, staff, faculty, administrators, and the community. Applicants must have valid driver's license and successfully pass a background check

Preferred qualifications include a master's degree in higher education administration, communications, marketing, business, or a closely related field; experience working with Student Information Systems; experience working with holistic review admission processes; and understanding of innovative technology and media in recruitment and admission processes.

Applicants should submit a letter of application, resume and the names of three professional references to:

**HARRIS-STOWE STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
3026 LACLEDE AVENUE
ST. LOUIS, MO 63103
(314) 340-3340
FAX: (314) 340-3395**