



CALIFORNIA STATE UNIVERSITY, STANISLAUS

One University Circle • Turlock California 95382

California State University, Stanislaus is pleased to announce the following position and invites nominations or applications.

Director of Admissions and Recruitment

The Director of Admissions and Recruitment is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the Vice President for Enrollment and Student Affairs.

The Director of Admissions and Recruitment is responsible for the oversight of the Admissions Office including admissions operations, the design and implementation of recruitment strategies and data models, and the development of collaborative relationships with academic departments in coordinating admissions efforts. CSU Stanislaus enrollment goals include an emphasis on recruiting targeted populations of students of diverse backgrounds, high ability students, transfer students, and students by academic interest. The Director will also work closely with Communications and Public Affairs in crafting recruitment and marketing messages and strategies and with the Director of Financial Aid in the strategic use of institutional aid in recruiting students.

The Director of Admissions and Recruitment will be an experienced admissions professional who will provide strong directional leadership to the Office of Admissions and Recruitment and who will possess a strong record of accountability in achieving annual campus enrollment goals and targets for new undergraduate students. The successful candidate will possess a record of significant progressive responsibilities in admissions as well as experience in developing and managing cutting-edge technology systems for use in recruiting and admissions operations; experience with budget development and management; excellent interpersonal, oral, and written communications skills; and supervision and development of a diverse staff. The ideal candidate will have experience with market segmentation strategies and experience in data-driven decision-making.

The Director of Admissions and Recruitment will manage all activities associated with undergraduate admissions and develop strategies to make the admission application and decision process more efficient. They will work collaboratively with units internal and external to the University to see that students are admitted effectively and will work closely with the registrar to coordinate admission and enrollment processes. The Director will manage an integrated model of recruitment for new freshmen and transfer students, develop and maintain strong relationship with the service area school districts, community colleges and other viable prospective student communities, oversee marketing strategies, delivery of services, and internal administrative activities, and will supervise the welcome services offered for prospective students including pre-applicant counseling and campus tours.

The Director of Admissions and Recruitment is also responsible for directing staffing and personnel actions and providing supervision of the admissions and recruitment staff. They will effectively recruit, evaluate and hire professional, classified and student staff and identify needs and develop strategies to promote excellence through training and supervision.

The Director of Admissions and Recruitment will also collect, analyze, and use admissions and enrollment data to inform and develop immediate and long-range enrollment objectives and collect, analyze, and use admissions and enrollment data to inform and develop immediate and long-range enrollment objectives. The individual will be expected to operate with a high level of autonomy but will be in close communication with the Vice President and the other Senior Managers. Other duties may be assigned to meet the needs of the campus.

To effectively carry out these tasks, the Director of Admissions and Recruitment will interface with various individuals/departments on campus, as well as individuals at the Office of the Chancellor of the CSU, other campuses within the CSU, and external entities, agencies, and individuals, as appropriate.

Qualifications and Knowledge, Skills and Abilities:

The ideal candidate will have a Master's degree in Higher Education Administration, Student Affairs, Business, or relevant field; 5 years of professional management experience in admissions and recruitment at a college or university with a demonstrated record of effectively managing enrollments and meeting institutional enrollment goals; Effective leadership and administrative skills: planning, directing, organizing, human resource management. The successful candidate must have knowledge of high school and transfer markets; expertise in strategic enrollment management

issues; thorough understanding of the strategic uses of information technology in an effective recruitment/admission strategy; and knowledge of marketing, communication models through the use of multiple media.

Knowledge and experience using the PeopleSoft information system and robust use of a recruitment CRM; the ability to maintain confidentiality; manage complex issues simultaneously; develop appropriate recommendations based on the evaluation of research results; gather, organize and analyze complex data for reporting purposes; prepare clear and understandable reports and/or presentations; establish and maintain cooperative working relationships with individuals/groups contacted in the course of work, including all individuals/groups within a diverse, multicultural community. Excellent communication skills: interpersonal, oral, written, media, public relations including excellent presentation skills.

Salary Range: Salary will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page:
http://www.calstate.edu/Benefits/Summaries/2007_MPP.pdf

Anticipated Starting Date and Application Procedure: The position will remain open until filled. Initial screening of candidates will begin the week of **September 12, 2011**. The successful candidate will be eligible to start in the position as soon as possible.

In addition to submitting a standard CSU Stanislaus employment application (download at http://www.csustan.edu/hr/Employment_Opportunities/Student/index.html), applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for three professional references to:

California State University, Stanislaus
Attention: Noelia Gonzalez
One University Circle, MSR 100
Turlock, CA 95382

For questions please contact (209) 667-3337 or e-mail ngonzalez4@csustan.edu

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley, one of the fastest growing areas in the country. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,600 students. New instruction facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus was recognized by the American Association of State Colleges and Universities as one of 12 public universities nationwide that demonstrate exceptional performance in retention and graduation rates. *U.S. News and World Report* ranked CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. The University is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education, and CSU Stanislaus has received national recognition with its ranking as one of the best 371 colleges in the nation by The Princeton Review. Additional information is available at the University's Web site: www.csustan.edu.

Information contained in this announcement is subject to change with or without notice.

CSU Stanislaus is an Equal Opportunity/Affirmative Action Title IX/Section 503/504 employer. Qualified women, minorities, and persons with disabilities are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. Clery act: in compliance with the Jeanne Clery disclosure of campus security policy and crime statistics act, crime report statistics are available at <http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.

8/10/11; 10/10/11; 12/8/11