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

Assistant Director, Admissions and Outreach Services

The Assistant Director is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the Director, Admissions and Financial Aid.

The Assistant Director of Admissions and Outreach Services is responsible for coordinating, monitoring and evaluating the work of the Outreach/Recruitment Staff, which is comprised of Admissions Counselors and Student Ambassadors. The Assistant Director is to insure the quality and quantity of the work related to student recruitment and outreach efforts by its staff. The Assistant Director facilitates training; coordinates recruitment efforts; coordinates travel schedules. In addition, the Assistant Director is responsible for chairing bi-weekly recruitment staff meetings, providing leadership and oversight of the Welcome Center on campus. The Assistant Director will perform highly complex professional work developing and recommending courses of action and implementing proposed solutions in the area of Student Outreach and Recruitment. This person is also responsible for analyzing and modifying the recruitment plan, ensuring that it is aligned with the goals of the university, as well as providing recruitment reports. The Assistant Director determines day to day assignments for admissions counselors/ recruiters and students, develops the outreach-marketing plan, recruitment publications, travel schedules and coordinates various on and off campus workshops, programs, and conferences. The Assistant Director will also travel on student recruitment assignments and conduct presentations to small and large groups of people. The Assistant Director will perform other duties assigned by the Director of Admissions and Financial Aid.

The Assistant Director will also develop and implement a communication plan for all prospective and admitted students. The incumbent will work closely with the Associate Director of Enrollment Services and with the Director of Housing/Residential Life to implement the university's recruitment and communication plan. The incumbent will oversee and coordinate all university outreach and yield activities.

The Assistant Director will also meet and counsel students regarding their admissions problems. The incumbent will communicate with university departments and programs regarding University Admissions and will disseminate information to campus departments.

Qualifications and Knowledge, Skills and Abilities:
The ideal candidate will have a Bachelor's Degree from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. The Assistant Director of Admissions and Outreach Services must have at least 5 years of professional experience working in higher education relevant to student services; experience in Outreach and Admissions is preferred.

The successful candidate must have knowledge and experience of the California State University admissions requirements. The successful candidate must have advance computer experience with different admissions software programs utilized in an admissions office (including PeopleSoft). The successful candidate must have experience planning, developing, and implementing university recruitment programs and events. The successful candidate must be familiar with recruiting travel, recruiting regions, and the CSU Mentor Program. The successful candidate must have the ability to manage a group of recruiters, plus a large number of student assistants.

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/hrs/benefits/documents/management-personnel-plan-mpp-benefits-summary.pdf

Anticipated Starting Date and Application Procedure: The position will remain open until filled. Initial screening of candidates will begin the week of February 15, 2016. 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 electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html), applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for five professional references using one of the following methods:

Email: VTaylor@csustan.edu	Mail: California State University, Stanislaus Attention: Veronica Taylor One University Circle, MSR 320 Turlock, CA 95382	Fax: (209) 664-7011

For questions, please call (209) 667-3337 or email VTaylor@csustan.edu.

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in retention and graduation rates. In addition, *U.S. News and World Report* ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. CSU Stanislaus also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education. 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.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

The annual Campus Security and Fire Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Stanislaus State; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and, campus fire statistics. You can obtain a copy of this report at: https://www.csustan.edu/upd/crime-statistics. To request a printed copy call: (209) 667-3572; fax: (209) 667-3104; or email: public_safety@csustan.edu. Information regarding campus security reports at other locations can be found at: http://ope.ed.gov/security/. Clery Act: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at: www.csustan.edu/upd/pages/campuscrimestatistics/index.html.

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (which includes checks of employment records, education records, criminal records, civil records; and *may* include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. 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.

January 29, 2016