
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment

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Bulletin 2009-034MLU

Opens: December 3, 2009

Review of applications begins: January 25, 2010

After the review of applications begins, this position may close without further notice.

DIRECTOR OF ADMISSIONS

SPECIAL NOTE

There is currently one full-time Director of Admissions staff position on the Olympia campus of the Evergreen State College. This position is a professional "at will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements.

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, a graduate program and seven public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>.

POSITION PURPOSE

Provide leadership for the Office of Admissions in the design and implementation of a strategic recruitment and admission plan for the college to meet enrollment goals each year. With direction from the Associate Vice President for Enrollment Management, the Director is responsible for the undergraduate recruitment and admissions program. The Director oversees the daily operations of the Office of Admissions, including recruitment planning and activities, training and supervision of staff, processing and evaluation of undergraduate applications, and utilizing enhanced technology systems to better achieve the area's goals. The Director works collaboratively with other offices to ensure coordination of recruitment and admissions processing, including other Enrollment Services and Student Affairs offices, Graduate Programs, College Relations, and Academic Affairs. Additional responsibilities include maintaining accurate and thorough reports and managing the Admissions budgets.

COMPENSATION

- Experience and training may be considered in salary placement;
- Salary range is \$5,179 to \$5,956 per month for this full-time position;
- A full benefits package which includes: paid holidays; vacation and sick leave; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>;
- After six months of employment, employees are eligible for the statewide tuition waiver program.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Five years of demonstrated progressively responsible leadership with supervisory experience of admissions professional staff
- Experience with current best practices in student recruitment
- Demonstrated ability to set and meet student enrollment targets and goals

DESIRED QUALIFICATIONS

- Master's Degree
- Experience with financial aid modeling and leveraging
- Experience with Banner recruitment and admission module
- Familiarity with new student market development and targeted student marketing strategies

ESSENTIAL FUNCTIONS

- Oversee the development and successful implementation of a comprehensive undergraduate recruitment plan.
- Develop and implement policies and procedures to admit undergraduate students, including international students; insure communications with applicants are timely and accurate.
- Provide leadership in the recruitment of students of color and adult part-time students.
- Provide effective management of the Office of Admissions, including planning, supervising, budgeting, and delivery of customer service.
- Work closely with other service offices to set priorities and coordinate recruitment activities.
- Oversee the computerized recruitment and admission module of the College's Banner computer system. Along with the Office Manager, the Director will guide implementation, maintenance, and upgrading of the recruitment and admission modules to enhance customer service, record keeping, resource efficiency, and the distribution of reports and other data.
- Work closely with the office of College Relations and the Associate Vice President for Enrollment Management to develop publications and web-based materials about the College.
- Assist faculty with efforts to meet and recruit students.
- Initiate a comprehensive plan for timely processing operations and work activities to support student recruitment and yield initiatives.
- Serve as a member of the leadership team for the Associate Vice President of Enrollment Management.
- Supervise Admissions Counselors and the Office Manager.
- Review and make decisions on undergraduate admissions applications.
- Supervise and coordinate all schedules for recruitment activities.
- Interpret technical procedures and policies for internal and external audiences.
- Coordinate research analysis and decisions regarding recruitment activities.
- Serve as a member of the College's Enrollment Coordinating Committee and Communications and Marketing Group.

Core Admissions Responsibilities:

In addition to the essential functions, the Director will act in the role of an admissions counselor during peak recruitment times. During these times, the core admissions responsibilities will include:

- Provide admissions counseling information about the College (which may include, but is not limited to financial aid, scholarships, campus housing, and student life) to prospective students during on-site visits and in the office via written correspondence, in-person, by telephone, and/or electronic communication.
- Represent the College by conducting public presentations to small, medium, and large groups (from 2 -- 600+) during information sessions, campus tours, national college fairs, high school and community college visits, inter-institutional meetings, and other activities as required.
- Travel to high schools, community colleges, ethnic community agencies and organizations, Native American Indian reservations, etc. on day and extended recruitment trips.
- Interpret complex and detailed educational documents for transcript evaluation, application file review and admission decisions.
- Assist in developing and articulating complex policies and procedures.
- Assist in the planning and implementation of Admissions Office events that may be accomplished in the evenings and weekends (e.g., information nights, college fairs, Preview Day, etc.).
- Create and maintain activity reports of off-campus visits and interactions with applicants and other constituents.
- Prioritize and perform a variety of projects and assignments simultaneously and in a timely manner.

Additional Responsibilities:

- Attend intercollegiate meetings at the national and state level for high school, 2-year, and 4-year college relations.
- Serve as one of the College's international student admissions contacts and perform the duties of a Designated School Official for the Immigration and Naturalization Service.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively supervise a culturally diverse work unit
- Marketing and assessment skills
- Ability to prioritize and perform a variety of projects and assignments simultaneously and in a timely manner
- Ability to work as a member of a team in a collaborative decision making environment
- Ability to work constructively with students, parents and colleagues of all ethnicities, economic backgrounds and sexual orientations

KNOWLEDGE, SKILLS AND ABILITIES (continued)

- Excellent written communication skills
- Excellent presentation skills
- Excellent interpersonal skills
- Excellent organizational skills
- Ability to travel locally, regionally and nationally
- Ability to translate technical and/or cumbersome policies to external audiences
- Ability to organize data and produce reports
- Familiarity with word processing, spreadsheets, and database applications
- Ability to maintain commitment to excellent student-centered service

CONDITIONS OF EMPLOYMENT

- Ability and willingness to travel locally, regionally and nationally;
- MUST pass criminal background check, including the Washington State Patrol background check;
- Persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work.

APPLICATION PROCESS

Please carefully read the job bulletin and submit **all requested items on or by the closing date for consideration**. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials.

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

1. A letter of application that thoroughly describes your qualifications and work experience as they directly relate to the **minimum qualifications, desired qualifications and the first five (5) knowledge, skills and abilities** listed above.
2. A chronological resume (that includes month and year) that details your education, training and work experience.
3. A written response to the following: **Describe your direct student admissions/student recruitment experience in managing and completing complex projects with competing deadlines. Include descriptions of how you delegated responsibilities; your leadership in motivating staff to complete the projects by the deadlines; how you assessed the effectiveness of the projects.** Limit your response to two (2) pages.
4. At least three work-related professional references (**required**) with contact information, including the name, title, organization and telephone numbers; and an Affirmative Action Data Sheet (**optional**). See attached forms.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, L3102
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located on the bulletin board outside of the Human Resource Services Office, Library Building, room 3102 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: DIRECTOR OF ADMISSIONS 2009-034MLU

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: _____
- An organization publication: _____
- Other web site: _____
- Newspaper or other publication: _____
- Other: _____

The Evergreen State College is an equal opportunity employer. The college's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

