

## **Associate Provost and Dean of Admissions**

### **LIU Post**

#### **Search Extended**

LIU Post invites inquiries, applications and nominations for the position of Associate Provost and Dean of Admissions. The Associate Provost oversees the offices of recruitment, admissions, non-traditional programs, college programs for high school students, and adult completion.

Located in a beautiful suburban setting 20 miles east of New York City on Long Island's vibrant North Shore, LIU Post offers more than 240 baccalaureate, master's and doctoral degree programs in five schools of study – the College of Liberal Arts and Sciences, the College of Education and Information Sciences, the College of Management, the School of Visual and Performing Arts, and the School of Health Professions and Nursing. Ranked a “Best Regional University” by U.S. News & World Report, LIU Post serves more than 7,000 undergraduate and graduate students from the New York metropolitan area, 28 states, as well as 40 countries. LIU Post is one of six campuses of Long Island University, one of the nation's most comprehensive private universities. On January 1, LIU launched a multi-million-dollar rebranding initiative to unify its six campuses, attract the finest students, professors and staff, and extend its reach in an increasingly digital world. (LIU Post was formerly known as the C.W. Post Campus of Long Island University.)

#### **About the Position**

Reporting to the Provost, the Associate Provost and Dean of Admissions serves on the Provost's cabinet and has a major role in coordinating strategic enrollment planning at the undergraduate and graduate levels, leading domestic and international student recruitment, developing campus-wide marketing messages, and collaborating with the Associate Provost for Student Financial Services to establish financial aid policies that effectively support the campus Strategic Enrollment Management Plan. He or she will also collaborate with the Associate Provost for Student Success and the Assistant Provost for Student Affairs in developing, implementing, and evaluating retention strategies. Finally, working with other senior staff on the campus, the new Associate Provost and Dean will develop marketing strategies and reorganize all recruiting and admissions functions to achieve the campus strategic enrollment goals. The Associate Provost and Dean will oversee a staff of 53 and manage a budget of \$4.0 million.

Essential areas of responsibility include but are not limited to:

- Direct the day-to-day operations for all recruitment and admissions management functions for all undergraduate and graduate students; assess operations and implement restructuring as necessary to achieve enrollment goals;

- Develop, implement and evaluate marketing, recruitment, enrollment and data-driven plans designed to attract and retain students;
- Provide direction and expertise to as well as ensure effective collaboration and coordination among departments within Enrollment Management, Student Financial Services, Public Relations & Marketing, Student Affairs and Student Success in areas related to enrollment;
- Oversee the staff in units related to recruitment and admissions by: assessing staffing needs and making necessary revisions to attain effective use of staff and fiscal resources; recruit highly qualified personnel to positions within the units and provide direction in training, development and evaluation of staff at all levels;
- In collaboration with both academic units and all other areas noted above, develop long- and short-range plans and establish goals and objectives for strategic enrollment management components;
- Measure organizational effectiveness against specified goals and objectives;
- With leaders in the areas of Student Success and Student Affairs, provide expertise in developing, implementing and evaluating retention strategies;
- Develop and maintain effective working relationships with the academic deans and faculty to coordinate and ensure appropriate participation by academic units in student recruitment and retention.

### **The Successful Candidate**

Candidates must have previous experience in developing, implementing and evaluating marketing and recruitment strategies, including the utilization of research and information technologies. Strategic planning and marketing skills, strong management skills, and the personality and ability to coordinate and lead the work of multiple units are all required. Candidates must demonstrate a clear understanding of and experience in effective use of marketing and information technology to improve the recruitment of students. Finally, candidates must have a record of success in the effective linkage of financial aid to student enrollment and retention.

Candidates should also demonstrate these qualities:

- The ability to develop and articulate a vision for units under his or her supervision;
- A reputation as a dynamic, outgoing and effective communicator with diverse age groups, socio-economic backgrounds and national origins;
- The ability to supervise, motivate and mentor staff;
- Creativity, resourcefulness, and innovative thinking;

- A record of success in forging collaborative and collegial working relationships across all units of the campus;
- The ability to operate effectively outside the boundaries of formal organizational structures is essential

An advanced degree and a minimum of five years in a senior leadership role in enrollment management or other highly comparable field in higher education are strongly preferred.

Interested individuals should send a letter of application that relates the applicant's skills and experiences to the qualifications for the position, curriculum vitae that includes notable achievements, and contact information (postal/email addresses and telephone numbers) for five references. The packet should be sent electronically (Microsoft Word attachments preferred) to leadership@wspelman.com. The subject line in email should be APLIUP. Confidential inquiries will be received at (603) 978-0316.

Documents that must be mailed should be sent to William Spelman Executive Search at 667 Midship Circle, Webster, NY 14580. Confidentiality will be maintained and references will not be contacted without prior approval of the candidate. Priority will be given to applications received by February 23, 2012; review of applications received after this date will continue until the position is filled.

*Long Island University is an Affirmative Action/Equal Opportunity Employer*