

Associate Vice President for Enrollment Services & Director of Admissions



*At The Ohio State University we provide a **World-class Education with Leading-edge Research and Facilities, staffed by Great People who are committed to Outreach and Engagement.***

The Ohio State University is a leading comprehensive teaching and research university that combines a responsibility for the advancement and dissemination of knowledge with a land-grant heritage of public service.

University mission

At the very core, being student-centered is a fundamental commitment, a promise that The Ohio State University makes to all students – undergraduate, graduate, and professional students alike. Our Associate Vice President for Enrollment Services and Director of Admissions brings that mission to life by leading the effort to create a compelling and attractive vision for potential students, enhancing the admissions process for those candidates, and assuring a rewarding, meaningful, and successful experience for all those who attend The Ohio State University.

Key Responsibilities

This position will lay the foundation for the higher education experience for thousands of future leaders each year. Whether it is in the form of the recruitment strategy that attracts interested students, to the admissions process that enables those students to pursue their learning objectives, to helping increase the value of the first-year experience and beyond to graduation the AVP for Enrollment Services and Director of Admissions has a major impact on the entire life-cycle of Ohio State's students, and ultimately the university itself.

The position reports directly to the Vice President for Strategic Enrollment Planning and will be an important member of the Enrollment Services team consisting of Analysis and Reporting, Economic Access, First-Year Experience, Graduate and Professional Admissions, Marketing & Strategic Communication, New Student Orientation, Student Financial Aid, Student Service Center, Undergraduate Admissions, and University Registrar. This position is a focal point for admissions, new student orientation, and first-year programs for the University's thriving colleges and multiple campuses. The current position has four direct reports, \$10m in operating funds, and approximately 100 full-time staff.

Qualifications

- Skills to work collaboratively in a team environment, experience in adding value to a united effort to achieve a common purpose, and working across boundaries to influence successful outcomes.
- Demonstrated capacity to lead staff to provide guidance, direction, and performance management in a way that creates a compelling and retentive environment for employees.
- The ability to influence change in a highly complex university setting; includes working knowledge of university governance and funding methodologies, in-depth understanding and working knowledge of systems and applications that shape the mission of the position.
- Demonstrated mastery of recruitment and retention methods and tools and a capacity to articulate and execute a strategic vision aimed at reaching ambitious enrollment goals.
- The ability to serve as an accessible, knowledgeable, and compelling representative of a complex institution to prospective and enrolled students and their families.
- 10+ years of enrollment experience and master's degree preferred.

Application

Review of applications will begin immediately and continue until the position is filled. Only electronic applications will be accepted for this position. **For further information, to view a complete description of the position responsibilities and qualifications, and to apply please visit www.jobsatosu.com and search by requisition number 365557.**