

Position Announcement

Randolph College Lynchburg, Virginia Director of Admission

Randolph College is a private liberal arts and sciences college in Lynchburg, Virginia. Founded in 1891 as Randolph-Macon Woman's College, it was renamed on July 1, 2007, when it became coeducational. The College is known for its excellent academic programs, diverse close-knit community, exceptional faculty, rich traditions, and growing NCAA Division III athletics program. *The Princeton Review* listed Randolph in *The Best 382 Colleges 2018 Edition*, naming the College a "Top Fifty Green College" (#16).

At Randolph, 626 students choose from 29 majors, 43 minors and popular pre-professional programs in engineering, nursing, law, medicine, and veterinary studies. The teacher licensure program is enhanced by two graduate degree programs in education. An MFA in Creative Writing, the only low-residency program of its kind in Virginia, welcomed its first class in summer 2018. Building on a strong heritage of rigor and academic challenge in a close-knit community, Randolph College continues to prepare students for *Vita abundantior*, the life more abundant.

Reporting to the Vice President for Enrollment Management, the Director of Admission serves as an active member of the enrollment leadership team and is responsible for recruiting and enrolling talented first-year and transfer students to the College. The comprehensive portfolio of the position, coupled with the supportive culture of the College, will provide an admission leader the opportunity to grow while advancing Randolph College's enrollment and retention goals.

The director will implement, direct, supervise, and evaluate undergraduate outreach and recruitment efforts and strategies; train, supervise, and evaluate two associate directors, one assistant director, and four admission counselors; direct and monitor the admission of U.S. and international freshman and transfer applicants; monitor and evaluate the effectiveness of admission policies, practices, and procedures; represent the College and office of admission to prospective students, their families, high school counselors, and community college partners; serve as a liaison for collaboration between the office of admission, faculty, athletics coaches, and marketing and communications staff; and actively participate in national and state associations such as National Association for College Admission Counseling (NACAC) and Potomac & Chesapeake Association for College Admission Counseling (PC ACAC), among others, to stay informed of trends and research.

A bachelor's degree (master's preferred), as well as substantial documented professional experience in undergraduate admission and staff management are required. The ideal candidate will have broad undergraduate recruitment experience, appreciate and seek to expand diversity among staff and the student body, and be able to optimize technology to support a strategic, outcomes-focused territory management model. The ability to manage, motivate, and evaluate staff, as well as collaborate with staff and faculty, is essential.

The successful candidate will possess high professional standards; strong and effective written and oral communication skills; a demonstrated ability to develop strategy, design tactics, and implement recruitment and yield plans effectively; the ability to understand, use, and train colleagues to leverage core technology such as a CRM and other applications necessary for effectively recruiting a first-year and transfer class; and a commitment to diversity and inclusion.

Review of applications will begin **April 5, 2019**, and will continue until the position is filled. Applications, including a position-specific cover letter and resume, may be submitted online at www.spelmanjohnson.com/open-positions. Nominations for this position may be emailed to Michel Frendian at mrf@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the Randolph College website at <http://www.randolphcollege.edu/>.

Randolph College is an equal opportunity employer. We do not discriminate or allow discrimination on the basis of race, color, religion, gender, sexual orientation, sex (including pregnancy), gender identity, gender expression, national origin, age, disability, genetic information, marital status, veteran status, political beliefs, or any other classification protected by applicable law. This policy applies to all terms and conditions of employment, including but not limited to hiring, promotion, termination, placement, transfer, layoff, recall, compensation, and training.