Position Summary: Reporting to the Vice President for Enrollment Management and Marketing, the Dean will serve as the chief admissions officer for the University and is a highly visible member of the campus community. The Dean of Admissions will be expected to have a rich professional understanding of strategic enrollment management best practices and a high level of initiative and motivation to achieve enrollment goals.

In collaboration with administration, faculty, and staff, the Dean will lead efforts to achieve the University's enrollment goals at the undergraduate level and articulate the values of a uniquely Catholic education at a university located in the nation's capital, Washington DC. The Dean will develop strategies to identify and enroll academically talented students from across the nation that value the integration of reason, faith and service as key components of their educational experience.

It also important for the dean to express a holistic approach to admission standards and recruitment strategies to promote quality, broad-access, and diversity while attracting students with a desire to share their talents and education, to serve those in need and to help shape society.

Essential Responsibilities Include: knowledge of strategic enrollment management research techniques and best practices for data collection in the admissions process to support enrollment planning; supervise a staff that works together to promote the academic, social, and spiritual benefits of attending CUA to a national audience of high school students, their parents, and high school counselors; provide a leadership role for the University in the areas of freshmen, transfer and international student admissions; develop and implement on-campus recruitment and yield programs; assist the Vice President for Enrollment Management in implementing a comprehensive marketing and recruitment plan to meet the enrollment goals of the University; establish and maintain existing relationships with Schools, departments, and offices on campus, as well as organizations external to the University; create a national recruitment program to reach the unique national footprint of CUA; interpret and apply existing admissions policies and procedures, as well as create new policies and procedures for the undergraduate admissions process that are effective, efficient, and while maintaining high levels of customer service; effectively articulate and execute organizational goals; and supervise, mentor, and motivate professional, support, and student staff to meet and exceed enrollment goals.

Minimum Qualifications: Bachelor’s Degree is required (Degree in education, management or marketing is preferred). At least seven (7) years of progressive management and leadership experience in higher education admissions is required. Of the seven years of experience, at least two (2) years of supervisory experience managing direct reports is required. Experience must include communications for prospective students and proven record of success in achieving enrollment goals. Knowledge of PeopleSoft (or similar student database experience) and MS Office suite. Master’s Degree is preferred.

Must have: Exceptional analytical, organizational, and communication skills; project management skills; and knowledge of enrollment management theory. Strong understanding of higher education is a plus. Excellent interpersonal and collaboration skills. Strong project management skills.

This position requires driving on behalf of University business. Possession of a current and valid U.S. driver's license is required along with an initial MVR clearance check. An annual MVR clearance check is conducted thereafter.

How to apply: forward resume, cover letter and salary requirements to: CUARecruitment@cua.edu. Reference position 101452 in subject line. Position is open until 2/1/2016.

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