

Position Announcement

Fitchburg State University Director of Admissions

Fitchburg State University, located in Fitchburg, Massachusetts, is a public institution dedicated to integrating high-quality professional programs with strong liberal arts and sciences studies. Founded in 1894, the University now has more than 30 undergraduate programs, 22 master's degree programs, and 7,000 full and part-time students. Fitchburg State offers undergraduate and graduate programs with an emphasis on career-orientated learning that is firmly grounded in the liberal arts, as well as selected majors in the traditional arts and sciences. The University features small class sizes, hands-on professional education, and an accessible faculty dedicated to teaching. A compact campus provides the added bonus of a secure community where social and cultural activities abound and students assume a wide-range of leadership roles in the community, in student government, and in social and artistic affairs.

Reporting to the Provost/Vice President of Academic Affairs, the Director of Admissions provides strategic, dynamic, and creative leadership in the management of a broad-based admissions program that recruits, admits, and enrolls academically talented students. This is an exceptional opportunity for a motivated professional to join a progressive and collaborative admissions team. The Director administers a comprehensive system of recruitment activities that consider changing goal demographics and competitive markets, effective marketing, strategic outreach and travel, the campus visit experience, and key performance indicators through statistical data analysis. The Director oversees a staff of 11 professionals and a budget of \$1.2M. The successful candidate will assess and shape the University's recruitment and enrollment plan, ensuring this plan supports the goals and strategic plan of the University; improve the academic profile and diversity of its entering classes by using cutting-edge recruitment technologies and innovative social media techniques; and develop, revise, and distribute a wide array of promotional marketing in support of Fitchburg State's strong brand and identity. The Director will have a high profile both internally and externally, and will collaborate extensively with a broad array of constituents, including Graduate & Continuing Education, International Education, Athletics, and other enrollment services units, as well as parents, students, and alumni.

Minimum qualifications include a bachelor's degree, master's degree preferred, and a minimum of five to seven years of progressively more responsible experience in college admissions or a related field, as well as proven leadership, interpersonal, innovation, and communication skills. Successful candidates will be familiar with principles and best practices regarding the entire admission process, including student enrollment, outreach, recruitment, yield, and computer-based data management. An ability to effectively supervise, develop, and mentor professional staff; budget management skills; experience in market research; proven success in providing exceptional customer service; a demonstrated ability to analyze problems and provide creative solutions; and experience in planning, organizing, and executing effective recruitment events will be important considerations in the selection of the Director of Admissions. It is important that the Director have the ability to work with, and understand, issues related to a diverse undergraduate, graduate, non-traditional, and international student population.

Review of applications will begin Friday, August 11, 2017, and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanandjohnson.com/open-positions. Nominations for this position may be emailed to J. Scott Derrick at jsd@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Spelman Johnson

Fitchburg State University – Director of Admissions
J. Scott Derrick, Search Associate

Visit the Fitchburg State website at www.fitchburgstate.edu

Fitchburg State University is committed to a policy of non-discrimination, equal opportunity, diversity, affirmative action and a campus free from all forms of sexually harassing and violent behavior. The university is dedicated to providing an educational, working, and living environment for students, employees, and other members of the campus community.