



UNIVERSITY OF WYOMING

DIRECTOR OF ADMISSIONS

The University of Wyoming invites applications and nominations for the full-time position of Director of Admissions. The Director reports to the Vice President for Student Affairs and leads the development and implementation of innovative and accountable admissions policies and processes for recruitment and retention of students. The Director will:

- Provide administrative leadership and supervision for the Office of Admissions, which has a full-time staff of 23 and annually guides more than 20,000 prospective students through the admissions processes.
- Work collaboratively with an established strategic enrollment services team, faculty, staff and leadership of the university.
- Have effective interactions with students, families, and other constituencies.
- Reflect a strong commitment to diversity.

Minimum Qualifications:

- Have earned at least a master's degree in a related field
- Have five years of progressive responsibility for student recruitment, strategic planning, communications planning, and college marketing.
- Have five years of experience with large computerized student information systems (Banner experience preferred) and an ability to apply technology to recruitment and admissions processes and communications.
- Have five years of significant budget and human resource management and program responsibility

In addition, the successful applicant will:

- Have experience coordinating effective recruitment of undergraduate, graduate, and international students of high quality and diversity.
- Have experience planning and managing effective orientation and transition programs for new students from varied backgrounds (e.g., transfer, military veteran, non-traditional age, and international students).
- Have experience developing and applying admissions policies to support enrollment management goals.
- Have experience with originating and implementing programmatic enhancements.
- Have experience interpreting and applying federal financial aid and NCAA athletics regulations to admissions decisions.
- Demonstrate superior oral and written communication, interpersonal, and organizational skills.
- Have success building strong working relationships throughout the university community.
- Participate in state, regional, and/or national professional organizations.

Applicants should submit a cover letter of application, résumé, one-page personal position statement on the importance of financial aid and scholarships for student recruitment and retention, and the names, addresses, email addresses, and telephone numbers of at least three professional references to nutter@uwyo.edu. Review of applications will continue until the position is filled, while preference will be given to those received prior to February 21, 2012. Inquiries may be addressed to John Nutter, assistant to the vice president for student affairs, at 307-766-5123. The Spelman & Johnson Group is assisting the University of Wyoming in this search. Confidential inquiries may be made to SJG at 413-529-2895. The salary for the director will be competitive and commensurate with experience. The new director should begin work no later than July 1, 2012.

The University of Wyoming is a research, Division I FBS, land-grant institution drawing approximately 13,000 students enrolled in baccalaureate, master's and doctoral programs from all 50 states and more than 75 countries. The only state-supported university in Wyoming, UW is located in Laramie, a city of 30,000 nestled on the high plains between two ranges of the Rocky Mountains and offers year-round cultural and recreational activities. Clean air, open spaces, a vast blue sky, proximity to numerous national parks, recreational areas, and forests support an abundant quality of life. Wyoming has a strong state budget with one of the lowest state tax structures in the nation.

The University of Wyoming is committed to diversity and endorses principles of affirmative action. We acknowledge that diversity enriches and sustains our scholarship and promotes equal access to our educational mission. We seek and welcome applications from individuals of all backgrounds, experiences, and perspectives. The University of Wyoming is dedicated to ensuring a safe and secure environment for our faculty, staff, students, and visitors. To achieve that goal, we conduct background investigations on prospective employees.