STAFF VACANCY ANNOUNCEMENT

Director of Admissions

Department: Admissions
Position: Full-time
Salary: $49,000-$51,000 plus complete benefit package
Union Affiliation: Montana Public Employees Association
Posting Date: August 2015

Description

- Provide leadership for the recruiting and admissions effort in an enrollment management environment and manages the Office of Admissions, including oversight of the recruitment process, processing of applications, scheduling student visits and interviews, planning and responsibility for the budget, evaluating admissions staff performance and recruiting faculty and staff to participate in attaining matriculation goals.
- Develop and manage a recruitment plan, coach admissions counselors who manage their own territories and respond to inquiries and campus visits.
- Direct the development and flow of communications to prospective students and application processing and admissions decision-making.
- Work closely with the directors of financial aid, advising and marketing to establish collaborative relationships with faculty and staff.
- Participate in the analysis and development of marketing and communication strategies and materials.
- Visit high schools and fairs, develop relationships with high school faculty, administrators and counselors and participate in on-campus undergraduate recruitment efforts.

Qualifications

- Experience and a record of success in recruitment travel, the evaluation of admissions applications, identification, analysis and development of recruiting markets; the implementation of recruitment strategies that optimize resources to meet the enrollment goals of the university; and the integration of recruitment technology tools; and experience in budget planning and oversight and personnel management.
- Strong grounding in modern enrollment and marketing information systems and technologies and knowledge of market trends in higher education.
- Experience regarding the strategic use of financial aid, scholarships and waivers.
- A demonstrated record of, and commitment to, promoting equal opportunity and diversity among traditional and non-traditional students.
- Ability to build strong professional, collaborative relationships with faculty, administrators, students, alumni and other university and community constituents and with high school administrators, counselors and faculty.
- Personal attributes should include excellent interpersonal, problem-solving, analytical, planning, communication and team-leadership skills; the ability to maintain working relationships with many constituencies; flexibility; energy; sense of humor and creativity.
- At least five years of successful admissions experience or customer-relations management and a bachelor’s degree are required; extended experience and an advanced degree highly preferred.

**Reporting Structure**

The Director of Admissions reports to the Vice Chancellor for Administrations, Finance, and Student Affairs and is a member of the Academic and Administrative Council.

**Application**

To apply, please complete a State of Montana Job Application (available at [http://wsd.dli.mt.gov/service/app.asp](http://wsd.dli.mt.gov/service/app.asp) or through the Montana Job Service), a letter of application and a cover letter specifically addressing the qualifications and duties described above. Also include the names, addresses, and phone numbers of three (3) professional references. Finalists for this position may be subject to a criminal background investigation. Submit application materials to:

Vice Chancellor  
The University of Montana Western  
710 South Atlantic Street  
Dillon, MT 59725

Electronic copies may be sent to:  
[heidi.eavenson@umwestern.edu](mailto:heidi.eavenson@umwestern.edu)

For questions, call (406) 683-7031. Review of applications will begin on October 5, 2015.

**The University & Dillon Area**

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of south western Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small cases for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in
which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.