Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Division of Enrollment Services
Director of Admissions

Western Connecticut State University (WCSU) is pleased to announce applications are being accepted for the position of Director of Admissions.

WCSU is a vibrant, active campus serving approximately 5,300 undergraduate and graduate students. The University maintains a commitment to diversity and boasts one of the most ethnically, racially, and culturally diverse student bodies in the state. WCSU is located in Danbury, Connecticut, 50 miles north of New York City and is one of the comprehensive universities that comprise the Connecticut State College & University System.

The Director is responsible for the direction and administration of all phases of the Admissions Office’s operations. Works closely with the Associate Vice President for Enrollment Services in the development of appropriate marketing & recruitment strategies and the coordination of the University’s long and short-term recruitment goals. Responsible for fulfillment of the University’s admissions goals and coordinating the Office of Admissions recruitment efforts. Analyzes credentials of applicants for admission in terms of the University’s standards, programs and curricula. Interprets test data and prediction data for prospective students. Supervises professional, clerical and student employee staff. Recommends changes in admissions policies, procedures and curriculum development for the University as well as the CSU System. Supervises overall record keeping process and maintains and works with appropriate databases to maximize the effectiveness of the University’s admissions and recruitment efforts. Delegates responsibility and authority to subordinates in order to develop their professional and administrative skills. Closely interacts with the offices of: Academic Advisement, Registrar, and Financial Aid in coordinating the advising and scheduling of new students. Effectively presents to the public and all segments of the academic community. Interacts and communicates with secondary school and college administrators, faculty and guidance personnel. Travel to secondary schools, community colleges and regional recruitment events as needed.

Qualifications: A Bachelor’s degree is required, Master’s degree is preferred. Seven (7) years of college student enrollment and admissions experience, which must include three (3) years of supervisory experience in an admissions office or a related area. Experience recruiting in an urban setting and working in a diverse higher education college and/or university setting. Experience with use and maintenance of integrated enrollment information systems is desirable. Must possess the ability to deliver services to a culturally diverse population, create an atmosphere of customer-friendly service, and strong analytical and strategic planning skills. Bilingual proficiency preferred.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is $93,898 – $140,736 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human

Western is an Affirmative Action Equal Opportunity Educator/Employer
Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Resources - Recruitment. In subject line of email reference: Your Last Name – Director of Admissions. Application materials must be submitted to hrpositions@wcsu.edu and be received by Friday, February 28, 2020. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer