



Director of Admission

Truman State University—Missouri’s only public liberal arts and sciences university—seeks a confident, creative, and strategic professional to serve as its next **Director of Admission**. The University looks for a leader who combines a sense of humor and a positive attitude with an ability to broadly engage the campus and its constituents around the admission process. This position is viewed as integral to the University controlling its destiny and is fully supported by the President, senior administration, and the University.

The Position: Reporting to the newly appointed Vice President for Enrollment Management & Marketing, the Director of Admission manages all aspects of the day-to-day operations of the Office of Admission, including supervision and evaluation of all office personnel and management of prospective student outreach, recruitment, admission, and yield activities. Utilizing the expertise of external consultants, the University is currently developing a new strategic enrollment plan and embarking on new marketing and branding efforts. The Director, in conjunction with the enrollment management division and the University as a whole, will be supported in working to contemporize the admission process, engage the campus community around admissions, work with faculty to build involvement, and assist in creating a vision for a 21st century admissions model that responds to the challenges and rapidly changing landscape of higher education. The director works with the Vice President and other campus personnel to develop creative, strategic, data-driven recruitment policies, processes, and initiatives that further the goals of the Office of Admission and the University.

The Institution: A vibrant community of teacher-scholars and academically-talented students, Truman is a residential university providing its approximately 6,000 students with broad liberal arts experiences and in-depth study in 49 undergraduate majors and eight graduate programs. Truman is nationally recognized for the quality of educational opportunities that it offers and for its leadership in the assessment of student learning and continuous improvement. The institution is committed to a strong focus on high-impact learning experiences, and more than one-third of Truman’s undergraduates go on to pursue graduate education. Truman is consistently ranked among the nation’s best colleges. For 22 consecutive years, *U.S. News and World Report* has recognized Truman as the No. 1 public university in the Midwest Regional Category. Other accolades include *Washington Monthly*, which listed Truman as the No. 7 best master’s university in the nation and *Kiplinger’s Personal Finance* magazine which ranked Truman as No. 19 among the 100 best college values in the nation. In addition to its commitment to excellence, the University promotes a welcoming culture that puts people first and supports students, faculty, and staff. More information about Truman and what others have to say about the University can be found at www.truman.edu and www.truman.edu/about/facts-about-truman/points-of-pride/.

Qualifications: The successful candidate should exhibit exceptional interpersonal skills to work effectively with faculty, staff, potential students, applicants, parents, and other constituents. Strong oral and written communication skills; sensitivity to cultural and socioeconomic differences; and the ability to train, develop, motivate, and mentor staff are essential. The successful candidate should possess the ability to analyze and interpret data to inform recruitment strategies in a fast-paced environment. A proven ability to integrate technology and data analysis into the admissions process and previous work with a CRM are helpful. The Office of Admission is a complex operation of 20 employees and requires a Director with strong supervisory and leadership skills. Experience managing a significant operating budget is also desirable. The Director must be dedicated to promoting a highly relational, customer-service focused culture. A bachelor's degree with significant, demonstrated leadership experience in higher education is required.

Location: Located in Kirksville, Truman plays a vital role in the thriving regional center of northeast Missouri. The city enjoys a low crime rate, excellent schools, and low cost of living. Within a few minutes' drive, a broad range of outdoor recreational opportunities is easily accessible. Kirksville is connected to St. Louis (STL) by Cape Air (www.capeair.com). Amtrak operates the Southwest Chief on daily schedules from La Plata (13 miles from Kirksville) to Chicago, Kansas City, and points southwest to Los Angeles. A. T. Still University maintains dental and medical schools in Kirksville. More information about Kirksville can be found at www.visitkirksville.com.

Application: Interested candidates should submit only a cover letter and resume to RPA Inc. at TrumanDirector@rpainc.org. For a confidential discussion about this opportunity or to make a nomination, please call Isaac Karaffa, Vice President and Senior Consultant, or Dana John Cohick, President and Senior Consultant, at 570-321-6111. The review of candidates will begin on July 1, 2019, and first round interviews will commence thereafter.

Truman State University is an affirmative action/equal opportunity employer committed to cultural diversity and compliance with the Americans with Disabilities Act.



www.rpainc.org