

Director of Admissions



Department: Admissions

Type: Staff, Full-time

Stephens College seeks a new Director of Admissions to lead an energetic, dedicated, and talented team in bringing the next generation of students to our campus in Columbia, Missouri.

We're looking for a new Admissions colleague who understands that today's students aren't us. In fact, a year at home during COVID shutdown means they aren't like any other generation of students in history. Our successful applicant gets that and will bring creative ideas and new strategies for reaching, recruiting, and enrolling those students.

Responsibilities:

Our new Admissions Director will:

- Work closely with the Vice President of Enrollment Management and participate in the strategic planning and implementation of recruitment programs, processes and activities, marketing plans, and office goals that encompass the recruitment of first-year-in-college, transfers, international, and graduate students, with focused outreach to underrepresented students.
- Coordinate and participate in various recruiting services, which could include personal contacts, college fairs, middle/high school visits, information events, community activities, campus visits, and management of a recruitment territory.
- Play a critical leadership role within the Enrollment Management Office and manage a talented and innovative staff.
- Perform statistical analysis as needed for the purposes of research or to help project yield models.
- Ensure consistency in the objectives, plans, budgets, policies, practices, and actions for the Admissions function are consistent with those of the Enrollment Management office.
- Work closely with parents, students, counselors and school officials, campus partners, academic departments, and external constituents to meet the College's short and long-term recruitment goals.
- Conduct all activities within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Take an active role in professional organizations.

Education/Skill Requirements:

The successful candidate should possess:

- A bachelor's degree from an accredited institution.
- Five (5) years of successful experience in admission, recruitment, sales, student counseling or related professional experience preferred.
- Demonstrated ability to lead and/or supervise.
- Familiarity with and ability to use web-based technologies and communication media.
- Knowledge and proficient use of admissions related software, data analysis tools, predictive modeling, and digital campaigns for recruiting purposes.
- Commitment to equity and the enrollment of students from diverse backgrounds.

Professional Qualities:

We seek a colleague who is:

- Ambitious, determined, and a team player.
- Highly motivated, goal-oriented, and attentive to detail.

- Well organized and able to manage multiple priorities and work well under pressure.
- Eager to assume more responsibility; ready to take on a new opportunity; and excited to bring insight, fresh perspective, original thinking, and collaborative spirit to produce extraordinary results.

Personal Qualities:

If at least eight of these descriptors sound like you (to somebody besides you), you're the kind of person we are looking for:

- Generally optimistic. Default mode is cheerful. You say yes first.
- Loves big ideas, especially not your own.
- Talks less, listens more.
- Respects and seeks out difference in all of its forms.
- Can name three top influencers on social media. (No Googling.)
- Arrives early and stays late when it makes sense, and doesn't need to announce it.
- Knows you don't know what you don't know. And are eager to learn it.
- Knows why some messages are better for Snapchat than for TikTok, and vice versa.
- Leads by thought, deed, example, and laughter.
- Really (really) likes to win.

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and retirement plan.

To Apply: Submit an online [Stephens College application](#) with cover letter, resume and references.

The successful candidate must pass a criminal background check.

Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.

About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women's competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.

Smoke Free Campus