

# Augusta University

formerly Georgia Regents University



## Announcing an Executive Search for the **Director of Admissions**

# Director of Admissions



Augusta University, a highly respected, comprehensive research institution and premier health center of the Georgia University System, invites applications and nominations for the position of Director of Admissions. The university seeks an experienced admissions professional to advance and administer the recruitment and admissions of the university. Part of the Division of Enrollment and Student Affairs, the Director reports to the Associate Vice President of Enrollment Services.

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## The Opportunity

The Director of Admissions ensures that the Office of Academic Admissions recruits, admits and enrolls a diverse and academically excellent student body in a timely and efficient manner. The Director works closely with administrators and programs across the university to accomplish the strategic admissions goals.

Within the *Strategic Plan 2015-2020* for the Division of Enrollment & Student Affairs, a strategic priority has been set to *Enhance Recruitment and Support for Student Achievement*. The goals are:

- Increase freshmen, transfer and graduate student applications and acceptance
- Develop effective and personal communication plans for recruitment
- Improve and increase efficiency in academic admissions operations
- Design processes and train staff to facilitate the accurate and timely disbursement of student aid

- Streamline process to allow more students the opportunity to apply for scholarships
- Broaden resources, support and participation in services for veteran, military and associated student populations

The Director of Admissions, in coordination with the Associate Vice President of Enrollment Services, will have a key role in accomplishing these goals, while administering the Admissions Office.

## Primary Responsibilities:

- Overseeing the recruitment, processing and admissions decisions for all undergraduate students
- Working closely with the deans and appropriate program directors in the application process of graduate students, excluding the Medical College of Georgia and the College of Dental Medicine
- Maintaining University System of

Georgia and institutional admissions policies

- Providing and setting standards for excellent student and customer service
- Managing all office resources, including budgets and application fees
- Directing marketing and recruitment efforts for new undergraduate students
- Coordinating enrollment growth strategies for new students
- Procuring the resources necessary for the Office of Academic Admissions to function well
- Serving as a resource person for all academic departments

## Requirements

Candidate must have five years of progressively responsible experience in college recruitment and admissions. A master's degree from an accredited college or university is preferred.

Additional Preferred Requirements:

- Three years of supervisory experience, including hiring, evaluation, supervision, motivation and training of professional and student staff
- Memberships to: Georgia Association of Collegiate Registrars and Admissions Officers, Southern Association of Collegiate Registrars and Admissions Officers, American Association of Collegiate Registrars and Admissions Officers, Southern Association for College Admissions Counseling and National Association for College Admissions Counseling

Other Requirements:

- Demonstrated knowledge of the admissions process, including recruitment/yield and strategies, admissions review cycle, application processing and applicant communication strategies for both undergraduate and graduate recruitment



# Director of Admissions



## Mission Statement

*To provide leadership and excellence in teaching, discovery, clinical care and service as a student-centered comprehensive research university and academic health center with a wide range of programs from learning assistance through postdoctoral studies.*

- Proven ability to make data-based decisions with functionality in data analysis and reporting
- Demonstrated ability to establish collegial relationships with students, faculty, administrators, staff and the community
- Understanding of innovative technology and media in recruitment and admissions processes, including knowledge and effective integration of students information systems, such as BANNER, Hobsons Connect, etc.
- Strong skills in budget development, allocation, and evaluation of expenditures as it relates to a strategic enrollment plan
- Ability to effectively manage a diverse staff with very different job responsibilities and skill levels
- Exemplary public speaking, writing, interpersonal and organizational skills
- Understanding of scholarships and other financial aid for the use of achieving enrollment goals, particularly as it relates to selectivity
- Knowledge of programmatic, institutional and system-wide admissions policies and procedures
- Ability to procure membership in local, state, regional and national professional organizations for admissions professionals
- Proficiency in Microsoft Office software
- Ability to maintain confidentiality

## Augusta University

Founded in 1828, Augusta University, formerly Georgia Regents University, is

one of only four public comprehensive research institutions in the state of Georgia. More than 8,300 students are enrolled in classes offered on campus and online. Programs emphasize creativity, critical thinking and problem solving both inside and outside the classroom, even expanding the learning experience around the globe.

Enrolled for Fall 2015 were 775 freshmen, 4,201 other undergraduates, 1,506 graduate students, 1,258 first professionals and 593 medical and dental residents. The student body is 60 percent female.

The university offers 127 academic programs across its nine colleges and schools:

- College of Allied Health Sciences
- Pamplin College of Arts, Humanities and Social Sciences
- Hull College of Business
- Dental College of Georgia – the state's only dental school
- College of Education
- The Graduate School
- College of Nursing
- College of Science and Mathematics
- Medical College of Georgia

The medical college is the nation's ninth-largest and 13th-oldest medical school. In addition to its academic units, the university has an integrated health system, including the Children's Hospital

## Values

- *Collegiality: reflected in collaboration, partnership, sense of community, and teamwork.*
- *Compassion: reflected in caring, empathy, and social responsibility.*
- *Excellence: reflected in distinction, effectiveness, efficiency, enthusiasm, passion, and quality.*
- *Inclusivity: reflected in diversity, equality, fairness, impartiality, and respect.*
- *Integrity: reflected in accountability, ethical behavior, honesty, and reliability.*
- *Leadership: reflected in courage, honor, professionalism, transparency, and vision.*

# Director of Admissions

of Georgia, recognized as the highest performing children's hospital in the nation in quality and safety.

The university is a \$1 billion-plus enterprise with statewide and national reach. The Medical College of Georgia includes a partnership campus in Athens, Ga., and satellite campuses in the Georgia cities of Albany, Rome and Savannah.

A degree from Augusta University is greatly respected. Alumni speak highly of their education, citing factors such as small class sizes, extensive faculty support and in-depth clinical training.

The university plays a leading role in incorporating technology into the curriculum. Examples include simulation labs, distance- and Internet-based instruction and customized mobile applications for students and faculty.

More than 1,000 full-time faculty members and approximately 7,000 staff serve the university. Students are taught by some of the most prestigious scientists, clinicians, scholars and artists in the nation. Faculty members not only convey vital information, they also conduct extensive research to optimize wellness and quality of life.

A tobacco-free environment, the university has a strong commitment to research, building on a proud tradition that boasts, among other achievements, the groundwork for such breakthroughs as fertility treatments and beta-blocking drugs for cardiac arrhythmias.

Augusta University fosters interdisciplinary research collaboration, then uses extensive resources to link laboratory findings to bedside care and biomedical industry. Its Office of Technology Transfer and Economic Development, for instance, cultivates promising research and transfers breakthroughs to the marketplace and patient bedside.

The university has a growing intercollegiate athletics program. It fields men's and women's golf teams in NCAA



Division I. In 11 other sports, the Jaguars compete in the Peach Belt Conference in Division II in basketball, baseball, cross country, softball, volleyball, tennis and outdoor track and field. The Jaguars have captured several championships, including the men's golf team's national championships in 2010 and 2011.

## Augusta, Georgia

Augusta is the second largest city in Georgia and is located on the south bank of the Savannah River midway between the Great Smokey Mountains and the Atlantic Ocean. A growing and thriving city with a metropolitan-area population of around 400,000, it recently was ranked the second most favorable place to live in Georgia. The area is known for its balmy climate, with an annual mean temperature of 64 degrees.

The city offers a wide array of cultural, historical and recreational activities. Museums, opera, theatre, ballet, concerts, historical sites and professional sports are all available in Augusta.

Other favorite destinations are a short drive away: 1 hour to Columbia, SC; 2 hours to Atlanta, Ga.; 2.25 hours to Savannah, Ga.; and 2.5 hours to Charleston, SC.

## Application and Nomination Process

Confidential inquiries are welcomed and nominations are invited.

### 1. To apply, submit:

- A letter of interest
- Current resume
- At least five references with full contact information. References will not be contacted without consent from applicants.
- Your answers to the **required** questions at:  
[www.myersmcrae.com/skins/userfiles/file/MMQuestions.pdf](http://www.myersmcrae.com/skins/userfiles/file/MMQuestions.pdf)

### 2. Submit applications to: **AU-Adm@myersmcrae.com**

Review of materials begins immediately. For best consideration, application materials should be received by **March 1, 2016**.

Nominations should include contact information for the individual being nominated. Submit nominations to the email address provided above.

**Emily Parker Myers**, President and CEO; **Alan Medders**, President-elect, and **Robb Myers**, Vice President, of **Myers McRae Executive Search and Consulting** are assisting Augusta University with this search.



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