



Founded in 1908 on the dreams of the Sisters of Mercy, Georgian Court University today makes it possible for thousands of students, of all faiths and backgrounds, to realize their own dreams of a high-quality, affordable private education. Deeply rooted in a liberal arts curriculum and anchored by the core values of respect, integrity, compassion, service, and justice, GCU offers a personalized and supportive learning environment within a technologically advanced university setting. With an average class size of just 14, GCU students work side by side with dedicated professors, who are leaders in their respective fields. Georgian Court University students can choose from over 29 undergraduate and 9 graduate degree programs offered through two highly regarded colleges: the Women's College and the co-educational University College. Looking back on over 100 years of academic excellence, Georgian Court University embraces its rich history while growing to meet the unique needs of today's diverse student population.

Georgian Court University invites nominations and applications for the following position:

Dean of Enrollment Management

Post Date: August 10, 2010

Summary:

The Dean for Enrollment Management serves as a member of the Provost Council and is responsible for the student recruitment for both undergraduate and graduate students in the women's college and the co-ed University College. In addition to serving as a member of the provost leadership team, the Dean oversees the performance of the Director of Admissions and the Director of Financial Aid. This position, working closely with all deans and directors to advance the university's programs, will lead, manage and direct the efforts of the freshmen transfer and graduate admissions and will also have responsibility for enrollment operations. Reports to the Provost.

Responsibilities:

- Develop and implement an annual recruitment plan informed by data and encompassing of best practices in technology, campus-wide participation and information management, in collaboration with the other members of the university.
- Leverage institutional, state and federal financial aid resources to achieve optimal entering and continuing enrollment of undergraduate and graduate students.
- Develop and continuously improve enrollment services to provide students, their families and the GCU community the highest levels of efficiency, courtesy and professionalism.
- Develop and achieve long-range recruitment targets in consultation with campus executive leadership.
- Provide leadership, development and supervision for staff.
- Demonstrate an excellent understanding of marketing strategies in recruitment.
- Form and maintain collaborative relationships with faculty, students and staff, and with external constituencies.
- Develop and manage the operating budget for recruitment and enrollment functions.
- Leverage existing technology and implement emerging technologies to create and maintain the strongest possible market position and efficiency of enrollment services.
- Demonstrate and support a strong commitment to diversity through recruitment and enrollment activities.
- Serve as member of various university-wide committees.
- Represent the university to various organizations statewide and in the national level relating to admissions and enrollment.
- Integrate the core values of respect, compassion, integrity, justice and service in all aspects of interaction.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree required; graduate degree preferred.
- Extensive leadership experience in college admissions.
- Possess a sophisticated understanding of enrollment strategies, market research, admissions, financial aid, student information systems, and related technologies.
- Demonstrated successful supervisory experience.
- Strong analytical abilities and demonstrated success in the use of data to inform decision-making.
- Excellent written, oral and interpersonal communication skills.
- Ability to work collaboratively with faculty, students and staff.
- Demonstrated commitment to diversity and the values of the Sisters of Mercy: respect, compassion, integrity, justice and service.

Application Instructions: In order to be considered for this position, you must submit your credentials online. Create a **Georgian Court University Employment Account** by clicking on the position title on our web site at:

<http://www.georgian.edu/hresources/employment.htm>

You will be able to upload the following documents, which are required for consideration:

- Cover letter
- Resume
- List of names and telephone numbers of three professional references

Review of applications will begin immediately and continue until the position is filled.

Please visit our web site at **<http://www.georgian.edu>**

AA/EO Employer