



Inviting Applications and Nominations for

## Dean, Admission and Financial Aid

**S**chreiner University, a four-year liberal arts college affiliated by choice and covenant with the Presbyterian Church (USA), announces a nationwide search for a dean of Admission and Financial Aid. The review of applications will begin in mid-May with the goal to have the new dean in place by August 1, 2011.

**Schreiner University**  
LEARNING BY HEART<sup>SM</sup>

**KERRVILLE, TEXAS**

### The Opportunity

The Office of Admission and Financial Aid at Schreiner University is responsible for the recruitment of undergraduate students through diversified marketing, personal attention and excellence in all services provided to students and their families. The Admission and Financial Aid team includes 14 full-time, professional staff members and approximately 40 student staff members.

Reporting to the vice president for Enrollment and Student Services, the dean of Admission and Financial Aid provides strategic direction and leadership for the Admission and Financial Aid team in meeting enrollment objectives according to the mission and vision of the institution. Specific responsibilities include policy development, strategic planning and implementation of the recruitment plan, supervision, marketing, budget management and adherence to state and federal regulations.

Within a few years, the University expects its student population to grow beyond 1,200 with a minimum of 25 percent Hispanic students, at which time Schreiner will be considered a Hispanic-serving institution. Candidates with experience at Hispanic-serving institutions are encouraged to apply.

### Qualifications

Candidates should possess at minimum a master's degree in business, higher education or a related field. In addition, qualified candidates will have demonstrated excellence and strong professional ethics in an admission and financial aid position within the past five years. Applicants with at least 10 years of related experience will be given greater consideration. The right candidate for this position will be committed to student success.

Other qualifications include

- Budget management experience
- Management/supervisory experience
- Strong interpersonal skills
- Professional demeanor and communication skills
- Administrative and organizational skills
- Ability to accomplish all tasks independently and with minimal supervision
- Ability to work within a collaborative university team

### Responsibilities

The dean of Admission and Financial Aid shall be committed to student success.

## MISSION

Schreiner University,  
a liberal arts institution  
affiliated by choice  
and covenant with the  
Presbyterian Church (USA),  
is committed to educating  
students holistically.  
Primarily undergraduate,  
the university offers a  
personalized, integrated  
education that prepares its  
students for meaningful work  
and purposeful lives in a  
changing global society.

Major duties will include the planning and oversight of recruitment activities and the administration of financial aid for new and returning students.

- Develop and implement a strategic enrollment recruitment plan consistent with the University's Mission Statement, Core Goals and Strategic Emphases Statement
- Develop and provide appropriate reviews of department-specific objectives and outcomes
- Ensure that the administration of financial aid funds supports annual recruitment objectives while meeting the budgeted tuition discount
- Comply with all university policies, as well as state and federal laws and reporting requirements pertaining to admission and financial aid legislation
- Provide an annual report with specific objectives and strategies designed to accomplish assigned duties and present to the vice president for Enrollment and Student Services





for review and modification prior to implementation

- Provide weekly recruitment updates to the Administrative Council, Board of Trustees chair and Enrollment Management committee chair
- Establish and facilitate accomplishment of market area goals for inquiries, applications, admits, commits and campus visits for recruiting purposes
- Ensure that all Admission and Financial Aid staff receive appropriate supervision as well as professional development opportunities
- Meet with the Enrollment Management committee of the Board of Trustees and provide reports to both the committee and to the full Board, as requested
- Work closely with the Admission Standards committee to insure compliance with admission requirements and the mission of the institution
- Direct the preparation, supervision and allocation of all related department budgets
- Participate in evening and weekend programs and meetings, as needed and requested for the position
- Ensure an appropriate level of



utilization of technology in admission and financial aid office

- Work closely with University Relations to insure the quality and timeliness of marketing materials
- Exhibit professional behavior in representing the University and as a role model for Admission and Financial Aid staff
- Participate in professional associations and in development activities to remain current with regulations and changes affecting admission and financial aid functions
- Review policies and procedures annually for necessary revisions
- Maintain staff compliance with University safety policies and procedures
- Other duties as assigned from time to time by the president or the vice president for Enrollment and Student Services

### The University

Primarily undergraduate, Schreiner University offers a personalized, integrated education that prepares its more than 1,100 students for meaningful work and purposeful lives in a changing global society. Student success is the institution's first priority.







Founded in 1923, the once all-male institution has been coeducational since 1932. Schreiner is dedicated primarily to educating undergraduate students in the liberal arts, sciences, and professional disciplines, preparing them for entry into specific careers and graduate or professional programs.

Schreiner University awards undergraduate and graduate degrees: Master of Education, Master of Business Administration, Bachelor of Arts, Bachelor of Business Administration, Bachelor of General

Studies, Bachelor of Science, and Associate of Arts. New at Schreiner is the University's Bachelor of Science in Nursing degree program. It is part of Schreiner's very successful life sciences signature program, which also includes pre-med and pre-dentistry. Classes for the BSN will begin in fall 2011 for students who have the required prerequisites.

Also available is a one-year certificate in vocational nursing as well as courses to prepare students for Teacher Certification, Graduate Teacher Certification and Principal Certification.

Students can choose from 27 majors, 7 pre-professional programs and 5 graduate programs. With a 13:1 student/faculty ratio, faculty members get to know their students and are mentors as well as educators.

The 175-acre campus is an easy walk from the center of town. A blend of colonial Georgian and modern architecture, the physical facilities include five residence halls, two apartment complexes, a library, student activity center, welcome center, an auditorium, an athletic complex, an ad-

ministration building, and four classroom buildings.

Athletics at Schreiner is an integral part of its whole person development program. A member of the American Southwest Conference, the Mountaineers compete in Division III of the National Collegiate Athletic Association. The university fields intercollegiate teams for men in baseball, basketball, cross-country, golf, soccer, and tennis, and for women in basketball, cross-country, golf, soccer, softball, tennis and volleyball.

### Kerrville, Texas

Schreiner University is located in Kerrville, Texas, a resort community of about 22,000 in central Texas. The region boasts an enviable climate, scenic landscapes and a high quality of life. Artists, sports enthusiasts, and retirees have long considered the community as a haven.

Kerrville and Kerr County offer excellent schools and state-of-the-art medical care. The new Peterson Regional Medical Center has outstanding facilities for treating and caring for patients.

Major cities are only short drives away. Kerrville is an hour from San Antonio and 90 minutes from Austin.

### Application Process

Letters of application and nomination are invited. To apply, submit a cover letter and curriculum vitae to:

**Schreiner@myersmcrae.com**

For questions or confidential inquiries, contact the Myers McRae Consultant:

**Kenny Daugherty**

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