



# HUMBOLDT STATE UNIVERSITY



## Director of Admissions

Closes: Friday, March 29, 2019

**(Job #19-09) Administrator II, Director of Admissions.** Salary is commensurate with qualifications and experience. This is a full-time, 12-month pay plan, exempt position in the Office of Admissions. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

**The Place:** Humboldt State University (HSU), part of the California State University system is conducting a national search for a Director of Admissions. HSU is located in the scenic Redwood Forest area of Northern California in the coastal community of Arcata, a nationally recognized college town. HSU enrolls 7000 students in undergraduate and graduate programs, organized within three colleges; Arts Humanities, and Social Sciences, Professional Studies, and Natural Resources and Sciences.

**Position Summary:** Reporting to the Associate Vice President for Enrollment Management, the Director of Admissions provides leadership for all functions within a comprehensive Office of Admissions. The Director manages admissions staff responsible for outreach, student recruitment, processing, operations, orientation, Early Assessment Program (EAP), Local Pathways coordination and constituent engagement. The incumbent coordinates closely with the Registrar's office, the Financial Aid Office, and other relevant academic and administrative units on campus for all admissions operations.

**Duties:** Provide supervision, management, vision and direction for a multidisciplinary team to deliver high-quality recruitment and yield activities that will result in meeting the university's enrollment goals. Foster a team environment that is cohesive, imaginative, energetic and results-oriented. Provide strategic guidance and direction for the departments, aligning resources with strategic priorities and leading a continuous analysis of programmatic needs and effectiveness. Develop collaborative relationships across the university. Coordinate and collaborate with other campus units to deliver programs and services that meet the needs of prospective and newly-admitted students. Work collaboratively with Marketing and Communications to coordinate communications to prospective and new students across the enrollment management operations to ensure consistent, effective messaging. Actively support the university's retention efforts. Serve as the liaison with the Chancellor's Office on major statewide outreach initiatives.

### Minimum Qualifications:

- Five years of experience in a professional position with responsibility for student recruitment, public outreach, marketing, or similar duties, with at least two years of direct experience in student recruitment
- A baccalaureate degree from an accredited university

### Required Knowledge, Skills, and Abilities:

- Comprehensive knowledge of issues related to student recruitment and enrollment management in higher education
- Strong leadership and interpersonal skills
- Strong project management skills
- Ability to manage budgets
- Ability to recruit, train, and supervise staff
- Ability to engage with students and co-workers from diverse socio-economic backgrounds, and proactively respond to specific needs of these audiences
- Strong oral and written communication skills, including ability to speak to large groups

### Preferred Qualifications:

- A master's degree from an accredited university
- Experience working for a four-year, baccalaureate-granting university
- Direct experience recruiting students within California
- Experience developing action plans and setting measurable goals
- Experience with event planning and on-site event coordination
- Experience with project management, budgeting, and personnel management

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**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/60849>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Friday, March 29, 2019. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to [careers@humboldt.edu](mailto:careers@humboldt.edu) that includes the job number (19-09) and applicant's last name in the subject line of the message.

*HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.*

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 3312

*Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.*

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*Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).*

*Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.*

*Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.*

*Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.*



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.