



## **Dean of Admission**

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### **Office of Admission**

#### **Position Summary:**

Serves as the chief administrative officer for the College in attracting, recruiting and enrolling a student body that enables the College to achieve its institutional goals and educational mission.

#### **Qualifications:**

The Dean of Admission must have experience and knowledge that would enable him/her to lead a strong admission staff to accomplish the recruitment objectives of the College. A minimum of a Master's Degree is required. The ideal candidate will have at least three to five years administrative experience in a senior level admission position. The Dean of Admission will be a person of deep and mature Christian faith who values and understands the liberal arts and can effectively communicate the mission of the College. The Dean will possess management and administrative gifts, exhibit enthusiasm and high energy for the task, understand the various constituencies of the College, communicate with warmth and understanding to diverse groups, work as a member of a team, and enjoy the challenge of consistently improving the effort to attract the highest quality student within the context of the College's mission.

#### **Responsibilities:**

1. Organize, administer, and evaluate an effective program of student recruitment in the context of the College's mission and admission policies and standards.
2. Supervise the admissions staff and all activities of the student recruitment program.
3. Manage admissions personnel, overseeing the hiring of all staff; training and conducting meetings to provide awareness, support and consistency of efforts.
4. Develop and implement a strategic admissions marketing plan and assess program effectiveness, including written publications, advertising decisions, web and other forms of technology.
5. Understand the special niche of Westmont as a selective liberal arts college within the evangelical, Christian tradition, and work with other college offices involved in external relations to communicate a coordinated message regarding the mission and aspirations of the College.
6. Communicate and work with the other chief administrative officers of the College, supporting campus-wide initiatives and participating in committees and events to provide input and awareness of the recruitment efforts of the College.
7. Maintain awareness of innovations and trends in recruitment and financial aid, and ensure that Westmont's recruitment efforts are of the highest caliber, maintaining the College's standards of ethics, integrity and excellence.
8. Participate in regional and national organizations.
9. Lead and coordinate the evaluation of applicants for admission.

10. Oversee the operating budget of the office by developing an annual budget in coordination with the Provost and monitoring and approving expenditures to ensure accurate accountability for the College's financial resources.
11. Assume overall responsibility for representing the College at all admission related activities involving trustees, administrators, faculty and staff members, students, parents, alumni, and other friends of the College as appropriate.
12. Chair of the Admission and Retention Committee.
13. Member of the Enrollment Management Committee, which works to coordinate admission and enrollment objectives.
14. Member of the Financial Aid Committee which works to strategize and implement a financial aid program consistent with the College's mission and enrollment goals.
15. Member of the President's Council and the college wide Strategic Planning Committee.

**Reports to:** Provost

Westmont is an EEO employer, seeking to be diverse in people and programs consistent with its mission.

**Application Procedure:** To apply, please send a letter of interest and resume to the Dr. Richard Pointer, Acting Provost, Westmont College, 955 La Paz Rd, Santa Barbara, CA 93108 or via email to [provost@westmont.edu](mailto:provost@westmont.edu). Review of applicants will begin **March 15, 2011** and continues until the position is filled.

**Position Begins:** Summer 2011