



Clark Atlanta University Division of Enrollment Services & Student Affairs

DEAN OF ENROLLMENT MANAGEMENT

The Dean of Enrollment Management will provide the strategic direction and leadership for results-oriented admissions, retention, enrollment and recruitment initiatives of considerable skill and innovation that is consistent with the goals and mission of the University; works to galvanize a university-wide enrollment effort that is, at its heart, student centered; works collaboratively with academic, administrative, alumni, parents and student constituents to promote the growth and quality of a diverse student body; provides leadership, direction, research and planning in formulating recruitment strategies for target markets to include hiring, training, and supervising staff; coordinates all admissions and enrollment activities to include student recruitment and selection; provides statistical reports on admissions and recruitment activities; participates in development of annual reports and budgets; recruitment initiatives; and selection and merit scholarship criteria.

Qualifications:

The university seeks a candidate with a minimum of five years of extensive, progressive, and successful leadership experience in undergraduate higher education admissions or an equivalent field and a minimum of five years supervisory experience in an Admissions Office or Enrollment Management setting.

The successful candidate will hold a Master's degree, with an emphasis in student development, counseling, business, education, or a related field; with preference given to candidates with an earned doctorate. In addition, experience with current best practices, including integrated marketing and branding, enrollment management systems, and web-based recruitment systems; a demonstrated knowledge of the Banner Student Information System; significant strategic and analytical capacity, intellectual curiosity, exceptional interpersonal and communication skills; the willingness and ability to travel for recruitment activities; personal qualities of integrity, technological savvy, and a collaborative work style; ability to collaborate and interact effectively with a wide range of constituents; commitment to excellence in customer service; a commitment to student access, diversity, excellence, and success.

Responsibilities:

Developing and implementing programs to improve recruitment, and retention rates; monitoring individual student progress through methods and means such as academic progress, attendance, etc; working in collaboration with Enrollment Services and Student Affairs Directors, the Deans' Council and academic departments each academic year; establishing numerical goals by class (freshman, sophomore, etc.), test scores, gender; race/ethnicity, geographic, the economic status for recruiting and retention, numbers of new undergraduate students in conjunction with the University's Strategic Plan; developing programs designed to aid in the recruitment, orientation, retention, and graduation of a culturally diverse and academically qualified

undergraduate student population; setting performance expectations and customer service standards for admissions and recruitment and annually monitors and evaluates office functions against those standards; and, interfacing with the Office of Graduate Studies to maximize the recruitment and retention of graduate students.

Salary:

Compensation is competitive and the University offers an excellent benefits package.

Application Deadline & Procedure:

Screening of credentials will begin immediately and will continue until the position is filled. Applicants must submit a letter of interest, current resume and a list of professional references to:

Office of Human Resources
Clark Atlanta University
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314
Tel: (404) 880-6238

Or via email to: jobs@cau.edu

Clark Atlanta University values diversity and is an AA/EEO/ADA Employer

Clark Atlanta University is a private, coeducational four-year university located in the historic heart of Atlanta. It is the largest of the nation's 39-member UNCF institutions and one of only two private historically black colleges and universities designated by the Carnegie Foundation for the Advancement of Teaching as a Research University – High Research Activity. Our nearly 4,000 students are engaged in some 38 areas of study in our four schools and five Centers of Excellence. National business and consumer publications rank Clark Atlanta University high among the best buys in American higher education. Clark Atlanta University is accredited to award the Bachelor's, Master's, Specialist and Doctoral degrees by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Ga., 30033-4097; 404-679-4501). For more information, call 404-880-8000 or go to www.cau.edu.