Bemidji State University and Northwest Technical College invite applications for the position of:

**Director of Admissions**

**MSUAASF JOB POSTING**

**OPENING DATE:** February 24, 2020

**CLOSING DATE:** Applications will be accepted until the position is filled. Initial review of applications will begin on Wednesday, April 29, 2020, so applications should be submitted by that time for guaranteed consideration.

**APPOINTMENT DATE:** As soon as possible

**SALARY:** Depends on Qualifications; Range E

**JOB TYPE:** Full-time Probationary; Exempt

**LOCATION:** Admissions Office - Bemidji State University

**POSITION PURPOSE:**
Under the direct supervision of the Vice President for Enrollment Management and Student Success (VPEMSS), the Director of Admissions is responsible for leading the admissions enterprise at Bemidji State University (BSU) and Northwest Technical College (NTC). The director will play a central role in the design and development of the VPEMSS’s comprehensive recruitment strategy; will implement and manage the recruitment of both in-state and out-of-state recruiting of first-year students; and will collaborate closely with colleagues responsible for domestic transfer and international undergraduate recruiting as part of the Enrollment Management Team. The Director serves as the representative of the Admissions Office on the Council for Student Success and the Student Affairs Joint Workgroup and provides expertise and advice to the VPEMSS and other BSU and NTC leadership, as well as to appropriate officers of the Minnesota State Colleges and Universities System, regarding recruitment goals and trends. The Director is responsible for the performance of the Admissions Office staff, providing leadership, direction, problem solving, staff development and team building. The Director of Admissions represents BSU and NTC to prospective students, families and various communities within Minnesota and beyond. The Director also represents BSU and NTC with Minnesota State and other associated professional organizations and assigned by the VPEMSS.

**RESPONSIBILITIES:**
1. Lead and administer the functions of the Admissions Office (80%):
   - Provide leadership, supervision, and performance management of the Associate Director, Assistant Director, Admissions Representatives, and support staff. Provide development, growth and leadership opportunities for Admissions staff, to encourage and influence all staff to provide the highest level of customer service.
   - Develop and manage a total office budget of approximately $850,000 (approximately $600,000 salary and $250,000 non-salary).
• Responsible for managing and appropriating merit-based scholarship budgets and resources consistent with strategic initiatives and enrollment goals.
• Recommend and support the VPEMSS’s development of new, and enhancement of, existing computer systems used to perform various functions of the Admissions Office; oversee and troubleshoot use of all such systems by Admissions staff.
• Recommend and support the VPEMSS’s development and interpretation of both University/College and Minnesota State policies regarding undergraduate admission (including transfer evaluation, residency and reciprocity). Distribute all forms of admissions information and records in a manner consistent with Minnesota State, state and federal regulation including Family Educational Rights and Privacy Act (FERPA), the Minnesota Data Practices Act, and oversee the implementation of such policy by Admissions staff.
• Implement and evaluate all university and college first-year recruitment strategies for on-campus students; direct mail campaigns, phonathon efforts, special visit days, including on-campus, off-campus, high schools, and colleges.
• Work with Institutional Research and Effectiveness to assess demographics and research pertaining to first-year recruitment efforts to ensure that enrollment goals are met or exceeded.
• Recommend and support the VPEMSS’s design and development of undergraduate recruitment strategies in collaboration with the other members of the Enrollment Management team
• Implement and oversee the first-year segment of the VPEMSS’s multi-year recruitment plan to meet or exceed established enrollment goals.
• Provides direction for all admissions communications and events to undergraduate students, high school counselors, college counselors, parents, and faculty/staff of the institutions.
• Evaluate all Admissions Office functions to identify areas of improvement and recommend changes to the VPEMSS.

2. Serve on internal and external committees and provide leadership on issues of student recruitment and admission, as assigned by the VPEMSS (10%):
• Serve as the committee chair for the Admissions Review committee.
• Represent the Admissions office on the Council for Student Success and the Student Affairs Joint Workgroup.
• Serve as a representative and provide leadership in various state and national professional organizations (i.e. ACT, National Association of College Admissions Counselors (NACAC), as well as, statewide organizations for MN, WI, IA and the Dakotas).

3. Develop strong and open lines of communication with other offices, specifically Financial Aid, Housing and Residence Life, Records and Registration, Advising Success Center, and Career Services, Center for Extended Learning and the Office of Communications and Marketing. Develop strong and open lines of communication with the Deans to ensure proper promotion of academic programs (10%).

MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)
• Bachelor’s degree and 5 years of professional experience in an admissions or recruitment related setting
• Experience in both in-state and out-of-state recruiting.
• Familiarity with current national issues in higher education and awareness of their implications.
• Capacity to think strategically and to work creatively, and the skills and discipline to bring initiatives to fruition.
• Ability to foster intercultural competence, advance equity and inclusion, and create a diverse, inclusive work environment; success recruiting a diverse student body.
PREFERRED QUALIFICATIONS:
- Master’s degree and 8 years of progressively responsible professional experience in an admissions or recruitment setting.
- Experience in recruiting students from under-represented populations.

OTHER CONSIDERATIONS:
- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) – see agreement
- Official transcript(s) must be provided to Human Resources upon hire.
- In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.
- BSU and NTC are tobacco free workplaces – see policy

SALARY
- This is a Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) Range E position with minimum salary starting at $58,982. Salary is commensurate with education and experience and is determined by the collective bargaining agreement between Minnesota State Colleges and Universities (MnState) and the MSUAASF organization.

Apply online: https://bemidjistate.peopleadmin.com/

A complete application will include the following attachments:
- Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University.
- Resume/Curriculum Vitae.

If you have questions about the position, contact Lynn Johnson at lynn.johnson@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Teresa Hanson at teresa.hanson@bemidjistate.edu

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

Bemidji State University, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university’s Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.
Northwest Technical College, has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

In this Northwoods setting, students, staff and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University and Northwest Technical College have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State and Northwest Tech are both conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and campus-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu and https://www.ntcmn.edu.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Bemidji State University / Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

PCN 00790020