

**ASSISTANT VICE PRESIDENT for UNDERGRADUATE ADMISSIONS**  
**The College of Saint Rose, Albany, New York**

**The College of Saint Rose** is seeking a skilled Assistant Vice President for Undergraduate Admissions to direct the College's continued effort to recruit a talented and diverse undergraduate student body. Proven ability and innovative expertise in recruitment and operational facets of undergraduate admission are expected. The Assistant Vice President will exhibit a seasoned ability to inspire and lead a dynamic admissions team. The Assistant Vice President will report to the Vice President for Enrollment Management and join a successful organization which includes the areas of Graduate Admission, Financial Aid and the College's innovative Student Solution Center. The AVP will be expected to partner collaboratively with Academic Affairs, Student Affairs and the College's in-house creative agency to develop influential marketing and outreach strategies designed to attract future first-year and transfer students to The College of Saint Rose.

The Assistant Vice President will provide strategic and operational leadership in all aspects of undergraduate admissions. The candidate is expected to have an experienced understanding of best practices currently being used in the admissions field. The candidate will exhibit a firm grasp on matters of national and statewide importance to students, families and other stakeholders in the admission processes with a sensitivity given to issues specific to the independent higher education sector. The candidate will promote a deep appreciation for cultural diversity, equity and access to higher education. Through strategy development and team management, the candidate will be expected to develop outreach efforts to attract and enroll students from all backgrounds and faith traditions to the College of Saint Rose.

Requirements: Minimum of a bachelor's degree, with preference for advanced degree; a minimum of five to seven years of experience in the admissions profession along with consistent evidence of successful supervisory skill and visionary leadership. The candidate must demonstrate: the successful use of technology in areas of customer relationship management, process flow and data management; a proven ability to set and meet goals and to manage complex priorities and tasks simultaneously; an active commitment to diversity; an ability to network and collaborate across constituencies; and a commitment to the admissions profession as evidenced by active engagement in appropriate professional associations.

Review of applications will begin immediately and will continue until the position is filled. Applicants should submit a letter of application, resume and the names of three people able to provide references to: **Associate Director of Human Resources, The College of Saint Rose, 432 Western Avenue, Albany, New York, 12203**. The College of Saint Rose promotes diversity through curricular and extra-curricular activities, and encourages persons with various racial, ethnic, religious, and other multicultural backgrounds to join the college community.

