

Rhode Island School of Design (RISD), the country's preeminent art and design school, located in historic Providence, RI, is seeking a Director of Admissions Recruitment to join its Admissions Department.

JOB SUMMARY

Develop, recommend, implement, evaluate and advance innovative and forward-looking recruiting and marketing efforts for undergraduate and graduate degree programs to meet institutional enrollment goals.

With a demonstrated record of success in admissions recruitment and the ability to provide strategic direction and leadership, hire, train, develop, manage and evaluate the Admissions Office recruitment/counseling staff, serving as an encouraging manager and mentor to a team of committed and engaged admission professionals.

Manage, evaluate and make suggestions concerning the effectiveness of the undergraduate applicant review process working with the Admissions Committee.

As an integral member of the admission and financial aid leadership team, provide guidance and insight on issues and opportunities related to admission and enrollment.

ESSENTIAL FUNCTIONS/DUTIES:

Recommend, develop, implement, evaluate and modify, as appropriate, the annual and long-term recruitment plans to meet institutional goals for enrollment. Responsible for various recruitment outreach methods including, but not limited to print and electronic publications, travel outreach, social media, electronic communication programs and advertising. Manage the individual elements of the recruitment plan; ensure each element is successfully completed and is supportive of overall enrollment goals. Evaluate the success of recruitment outreach methods and make recommendations based on findings

With an in-depth understanding of RISD's short- and long-term enrollment goals, oversee, manage and analyze available admissions recruitment data from varied sources to develop plans and make recommendations to the Associate VP as to how RISD can best explore and optimize expanded areas of recruitment opportunity. Actively engage with the Director of Admissions for Operations and the Senior Analyst in Enrollment Management to determine competitors, identify markets, and unveil areas of opportunity, and to envision and manage related reporting, graphic, and various information extracts and data summaries to make operational decisions.

Review individual undergraduate applicant credentials and participate in the Admissions Committee decision and policy meetings.

Direct Admissions Committee to complete undergraduate applicant review and decision process. Set reviewing schedule and manage staff and faculty involvement, including training of new members each year. Work with department heads, as needed, for transfer applicant review process. Engage with Director of Admissions Operations to prepare materials for

decision meetings.

Design, plan, implement and evaluate cyclical programs for admitted applicants to encourage enrollment at RISD.

Oversee and direct the counseling of prospective students, families and other interested parties regarding programs and admission to RISD. Conduct on campus interviews and information programs for visitors; handle informational requests from prospective students, applicants, parents, and school personnel.

Travel and represent RISD at recruitment events as school visits, portfolio days, college fairs, and prospect receptions in order to evaluate and ensure experiences are aligned to strategic enrollment plans.

Perform related duties as requested by Associate Vice President

KNOWLEDGE/SKILLS/EXPERIENCE REQUIRED:

BFA or BA in visual art or design discipline, or equivalent combination of education and experience. Minimum seven years of progressively responsible experience in an Admissions Office with at least three years' experience in a supervisory or leadership role. Proven results in and delivering on enrollment goals. Experience in public speaking and presentation. Significant experience in admissions office procedures and operations. Demonstrated success in developing marketing communication and publication campaigns and materials. Commitment to diversity, equity, and inclusion. Proven history of identifying, recruiting and enrolling students from diverse backgrounds and enhancing diversity at one's institution. Sense of engagement; honesty, integrity, candor and a strong moral compass; genuine interest in forming a team with staff and colleagues.

Experience with integrated student information systems and forward-looking technologies for recruitment and admissions. Ability to work both independently and as part of a team. Excellent written and verbal communication, organizational and interpersonal skills, ability to manage conflicting deadlines, attention to detail. Ability to travel regionally, nationally and internationally on behalf of RISD.

RISD recognizes diversity and inclusivity as fundamental to its learning community and integral to an art and design education. We welcome candidates whose experience has prepared them to contribute to our commitment to diversity and excellence. RISD is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, genetics, or any other protected characteristic as established by law.