



## **Director, Undergraduate International Admission**

The Enrollment Division at the University of Denver works to attract and enroll an optimal mix of qualified students who will enrich the composition of our learning community. The division, which consists of Undergraduate Admission, International Admission, and Financial Aid, seeks to enroll students who will become leaders, scholars, artists, entrepreneurs, and public servants uniquely qualified to live in and shape a global society. Our vision is to serve with exceptional quality as we assist students making the transition to the University and ensuring their persistence to graduation. In our daily work, the enrollment team is guided by these values: excellence, innovation, engagement, integrity, inclusiveness, fair and consistent decision making, responsiveness, fiscal responsibility, open communication, collaboration, and professional development. Our enrollment goals, recruitment strategies and the admission and financial aid processes are designed to enroll a diverse, ethical and intellectually vibrant student body that can be successful at the University of Denver and go on to lead lives of meaning and purpose.

The University of Denver is committed to enhancing the diversity of its faculty and staff and encourages applications from women, minorities, members of the LGBT community, people with disabilities and veterans. The University is an equal opportunity/affirmative action employer.

### **Position Summary**

Reporting to the Vice Chancellor of Enrollment, and serving on the Enrollment Divisions Senior Staff, the Director of Undergraduate International Admission leads the International Admission Office, and is responsible for the recruitment, communication, evaluation, and admission procedures for undergraduate, international prospects. Ensures that admitted, undergraduate international students either meet the University's academic and English proficiency standards or receive conditional admission, as well as the U.S. government requirements for issuing student visa documents. Plans, executes and measures recruitment activities to support the University's desire to increase international enrollment and ensure a diverse, multi-country representation. Oversees policies and procedures related to international transfer student consideration as well as transfer credit. Manages external relationships with foreign embassies, professional organizations, international high schools, the U.S. State Department and StudyColorado. Manages internal relationships with the domestic Admission Office, the Office of Internationalization, Office of Graduate Education and others. Oversees an operating budget of approximately \$495,000.

### **Essential Functions**

- Adheres to all University of Denver policies and procedures.
- Collaborates with and seeks approval from the Vice Chancellor for Enrollment on key policy, strategy, staffing, and budget matters.
- Manages and leads the International Admission operations and staff, including strategic planning, recruiting, communication/marketing, and ensuring compliance with University and U.S. policies/regulations.

- Responsible for managing two direct reports, and oversees the hiring, training, and performance expectations of the full international staff (approximately five, plus one to two seasonal employees). Responsible for overall organizational structure and office policies/job responsibilities.
- Ensures that admitted international students meet the University's academic and English proficiency standards or receive conditional admission, as well as the U.S. government requirements for issuing student visa documents (undergraduate).
- Plans, executes and measures recruitment activities to meet key undergraduate goals for international enrollment, including desired headcount, country representation, discount, and net revenue.
- Manages external relationships with foreign embassies, professional organizations, international high schools, the U.S. State Department and StudyColorado.
- Performs admission counselor responsibilities for assigned territory, including high school visits, college fairs, communications, file review, and yield activities. Extensive travel at certain times of the year is expected.
- Supervises and leads the International Admission staff through consistent meetings, ongoing professional development, and partnerships with domestic admission.
- Encourages an environment that welcomes open communication, respect and fosters team morale.
- Utilizes Slate and other resources to maintain accurate records and to inform data-driven decisions.
- Member of the Enrollment Division's Senior Staff.
- Manages internal relationships with the domestic Admission Office, the Office of Internationalization, Office of Graduate Education and others.
- Core member of DU's international enrollment management planning, collaborating with the Office of Internationalization and Graduate Education and others to develop and implement international recruitment strategies. May be asked to lead or serve on Task Forces or ongoing committees to ensure international recruiting collaboration and success across campus.
- Responsible for an operating budget of approximately \$495,000.

### **Knowledge, Skills, and Abilities**

- Excellent verbal, written, and interpersonal communication skills.
- Demonstrated commitment to Diversity, Equity, and Inclusion.
- Possess strong cultural competencies and keen understanding of educational, sociological, political and cultural nuances of international students/international recruitment.
- Demonstrated experience and capacity to manage a comprehensive budget.
- Experience in effectively developing and projecting budgets.
- Experience supervising both student and professional staff.
- Develop planning timelines, assign and review work, oversee productivity, make decisions on hiring, pay adjustments, address discipline issues, promote and support equity of team.
- Capacity to work independently, as well as ability to collaborate with others.
- Visualize, articulate, and solve problems quantitatively and/or qualitatively and make sound decisions based on information available.
- Plan, organize, and manage resources or processes to bring about the successful completion of specific project goals.
- Technical capacity to utilize Slate, Google Docs, Microsoft Office, Zoom meetings/webinars, Chatbots, Social Media, and other evolving technologies.

- Ability to manage administrative duties, including developing policies and coordinating meetings, document production, expense and budget reports, travel itineraries, etc.
- Extensive knowledge of policies and procedures related to foreign educational credentials and standards required for admission review.
- Thorough knowledge of policies and procedures related to English Proficiency requirements of the University.
- Knowledge of policies and procedures related to student Visa process, and key partner with the Office of Internationalization to ensure process is seamless, efficient, timely, and meeting compliance regulations.
- Knowledge of policies and procedures related to transfer student consideration and admission, including transfer credit.
- Experience traveling and navigating different countries, cultures, languages.
- Ability to travel (sometimes extensively) and work some nights and weekends.
- Capacity to be a national and international leader in the profession.
- Supports staff members professional development, training and leadership.

#### **Required Qualifications**

- Bachelor's degree.
- 5-8 years of position-related experience in College Admission or international student services/affairs.

#### **Preferred Qualifications**

- Advanced degree, preferably in Higher Education Administration or degree program with coursework applicable to international student recruitment/international relations.

#### **Work Schedule**

Monday - Friday, 8:00 a.m. - 4:30 p.m. Evenings and weekends as required.

#### **Application Deadline**

For best consideration, please submit your application materials by 4:00 p.m. (MST) on **March 23, 2021**.

#### **Special Instructions**

Candidates must apply online through [jobs.du.edu](http://jobs.du.edu) to be considered. Only applications submitted online will be accepted.

#### **Salary Grade Number**

The salary grade for the position is 12.

#### **Salary Range**

The salary range for this position is \$75,000 - \$80,000.

The University of Denver has provided a compensation range that represents its good faith estimate of what the University may pay for the position at the time of posting. The University may ultimately pay more or less than the posted compensation range. The salary offered to the selected candidate will be determined based on factors such as the qualifications of the selected candidate, departmental budget availability, internal salary equity considerations, and available market information, but not based on a candidate's sex or any other protected status.

**Benefits**

The [University of Denver](#) offers excellent benefits, including medical, dental, retirement, paid time off, tuition benefit and ECO pass. The University of Denver is a private institution that empowers students who want to make a difference. Learn more about the [University of Denver](#).

**Please include the following documents with your application:**

1. Resume
2. Cover Letter

The University of Denver is committed to enhancing the diversity of its faculty and staff. We are an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment regardless of age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, military/ veteran status or any other status protected by law.

**All offers of employment are based upon satisfactory completion of a criminal history background check.**