Deadline: Open until filled

Date Posted: June 15, 2018

Type: Administrative

Salary: Commensurate with experience

Employment Type: Full-time

Tarleton State University, a member of the Texas A&M University System, seeks a dynamic and progressive leader for the position of Assistant Vice President of Strategic Recruitment Initiatives. Tarleton's main campus is located in Stephenville, Texas, 60 miles southwest of the Dallas/Fort Worth metroplex. Tarleton is committed to becoming the premier student-focused university in Texas and beyond, and serves a stably growing student population of more than 13,000 students at locations in Stephenville, Fort Worth, Waco, Midlothian, Bryan and online. For more information about Tarleton, visit us online at https://www.tarleton.edu.

This position offers an outstanding career opportunity for a self-directed, innovative and strategic higher education professional. This Assistant Vice President reports directly to the Vice President of Enrollment Management, who is a member of the President's cabinet. The selected leader will contribute to a data driven culture and will play a key role in Tarleton's efforts to achieve the goals outlined in the university strategic enrollment plan, and to connect an increasingly diverse prospective student population with the wide array of educational programs that Tarleton offers, in addition to providing administrative support and leadership for Tarleton's global/e-campus. The Division of Enrollment Management includes the offices of Undergraduate Admissions, School Relations and the Welcome Center, Outreach and Off-campus Programs, Academic Advising, Registrar, Financial Aid, Career Services, Scholarships, Veteran Services, Disability Services, Academic Support Programs, Enrollment Technologies Support, TRIO Programs, and Testing.

Required Education and Experience:

Master's degree from a regionally accredited institution; A minimum of 10 years of higher education experience in recruitment, enrollment management, admissions or student success/retention

Required Skills, Knowledge and Abilities:

Demonstrated leadership experience in a university setting and strong record of effective and empowering supervisory and management skills; Commitment to evidence/data-based philosophy; Demonstrated computer skills; Excellent written and verbal communication skills, including in a verbal presentation format; Strong organizational, analytical and critical thinking skills; Strong leadership skills; Demonstrated ability to work independently and collaboratively and professionally with peers, senior leaders and key campus partners in achieving goals; Creative and innovative thinking and problem

solving; Ability to travel regionally and out of state; Ability to work nights and weekends, as needed; Strong data analysis skills.

Preferred Education:

Doctoral degree from a regionally accredited institution

Preferred Skills, Knowledge and Abilities:

Proficiency with database management; Knowledge of social media strategies; Demonstrated expertise in developing marketing and communication strategies (including digital/social media) for student recruitment; Demonstrated ability in designing, implementing and evaluating recruitment programs; Excellent quantitative skills.

For a complete position description and list of qualifications, and to apply online, please visit https://www.tarleton.edu/jobs/. Tarleton State University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer. As a member of the Texas A&M System, Tarleton will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity through the Texas A&M System.