



DIRECTOR OF GRADUATE AND INTERNATIONAL ADMISSIONS

MISSOURI
S&T

Missouri University of Science and Technology (Missouri S&T), one of the nation's leading STEM-focused research universities, seeks a Director of Graduate and International Admissions.



Reporting to the Vice Provost for Enrollment Management, this key leadership position within the enrollment management division will lead and manage the office of graduate and international admissions. The director will lead well-planned and analytically supported graduate enrollment strategic initiatives with the goal of building the S&T brand as well as growing enrollments and creating a strong and sustainable enrollment future. The director will develop and successfully execute a strategic enrollment management plan that will support the enrollment goals set forth for the office of graduate and international admissions.

Essential functions include:

- 1 Provide day-to-day oversight, hire and train associate/assistant directors, admissions recruiters and graduate assistants, establishing priorities.
- 2 Manage the graduate and international admissions budget including planning and administration.
- 3 Own established targets and develop and implement an enrollment plan needed to achieve graduate and international enrollment and diversity goals.
- 4 Develop relationships and communication with graduate program coordinators and department chairs in the academic departments; work closely with associate deans and coordinators to set and drive enrollment goals for each program; serve as the point person to liaise with departments within the academic units as it relates to admissions, enrollment and graduate recruitment.
- 5 Collaborate with the director of undergraduate admissions to support recruitment activities for international undergraduate freshman and transfer students.
- 6 Serves as the lead in effective coordination and execution of all internal and external events such as open houses, graduate fairs, other recruiting events. Participate in recruitment fairs (domestic/international) attracting talented students to S&T.
- 7 In coordination with the academic and Marketing and Communications (M&C) departments, create a robust, targeted communication plan using multi-channel communication with the leads/inquiries and successfully execute it.
- 8 Work closely with international recruiting agents ensuring quality of applicants, engaging agent counselors; ensuring all internal set standards for agents are met, ensuring prompt payment as needed.
- 9 Work with the M&C department, and system and operations as well as colleges to ensure all marketing collateral/websites are current and relevant.
- 10 Work with the systems and operations team to maintain reports for recruiting initiatives that include tracking ROI, develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and increase operational efficiency.
- 11 Identify new recruitment opportunities in existing and new markets that includes establishing university partnerships (MoU's) – within the US and abroad, government/agencies and nurturing these relationships to yield quality students to S&T.
- 12 Liaise with the alumni office to leverage alumni for networking and recruiting events.
- 13 Effectively use data to assess strategy and priorities.
- 14 Other duties and responsibilities as assigned.



Salary Range

\$74,057 – \$104,000

APPLICATION INSTRUCTIONS

To apply, please submit a letter of application, resume, and list of five professional references via the official application portal: hr.mst.edu/careers.

Professional references will be contacted later in the process prior to any hiring decision. The university will not contact references without prior candidate authorization.

Applications for this role are being considered on a rolling basis. The position is open until filled.



Preferred candidates will have 5-7 years of progressively responsible experience in admissions (preferably graduate) that includes at least 3 years of experience in successfully managing a team of admissions professionals — nurturing, motivating and leading them.

Additional preferred qualifications include:

- 1** Demonstrated successful experience in developing, evaluating, and improving recruitment, enrollment, and marketing strategies from a data-driven perspective, including the use of integrated marketing campaigns and social media to improve the recruitment and enrollment of domestic and international students.
- 2** Proven success launching successful recruitment campaigns from concept to deployment to results within a given budget.
- 3** Experience working in domestic and international markets with a record of success in meeting domestic and international enrollment goals. Up to 25% domestic and international travel will be required, including some weekends.

MINIMUM QUALIFICATIONS

A master's degree or an equivalent combination of education and experience and at least 7 years of experience from which comparable knowledge and skills can be acquired is necessary.

OTHER SKILLS

- ▶ The individual must have excellent written and oral communication, outreach, public speaking/presentation and networking skills.
- ▶ Ability to demonstrate cultural sensitivity and diplomacy.
- ▶ Candidates must also demonstrate strong organizational skills, collaboration with leadership, faculty, and staff, multi-tasking, attention to detail, and ability to meet aggressive deadlines.
- ▶ Stellar managerial and leadership skills.
- ▶ Excellent project and time management skills.
- ▶ A motivated and enthusiastic work style.
- ▶ Highly skilled in the use of MS Office Suite, CRM (Slate), and student information systems (PeopleSoft).

ABOUT MISSOURI S&T

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Founded in 1870 as the Missouri School of Mines and Metallurgy, Missouri University of Science and Technology is one of the top STEM-focused institutions in the nation and among the first technological institutions established west of the Mississippi River. A *U.S. News and World Report* Top 100 national public university, Missouri S&T serves over 7,000 students and counts over 55,000 living alumni, including world-famous astronauts, scientists, engineers, inventors, and business leaders.

NATIONALLY RECOGNIZED

Today, Missouri S&T offers a unique constellation of comprehensive programs that build on the university's rich history and continue to benefit Missouri, the nation, and the global community. The university has received numerous accolades in recent years, including the following high rankings:

- ▶ **No. 1 public university in Missouri for return on investment** (Georgetown's Center on Education and Workforce, 2022)
- ▶ **No. 1 best value public university in Missouri** (SmartAsset, 2022)
- ▶ **No. 5 Best College for Engineering Majors in the U.S.** (Money, 2022)
- ▶ **No. 7 graduate online engineering program for military veterans** (*U.S. News and World Report*, 2022)
- ▶ **No. 9 graduate online engineering program** (*U.S. News and World Report*, 2022)

These strengths align well with Missouri S&T's current goals of growing enrollment, elevating research productivity, and achieving national and international recognition. Missouri S&T's excellence in STEM degree programs, student career outcomes, and broadening access also provide exciting opportunities to further impact students and communities in Missouri, throughout the region, and beyond.

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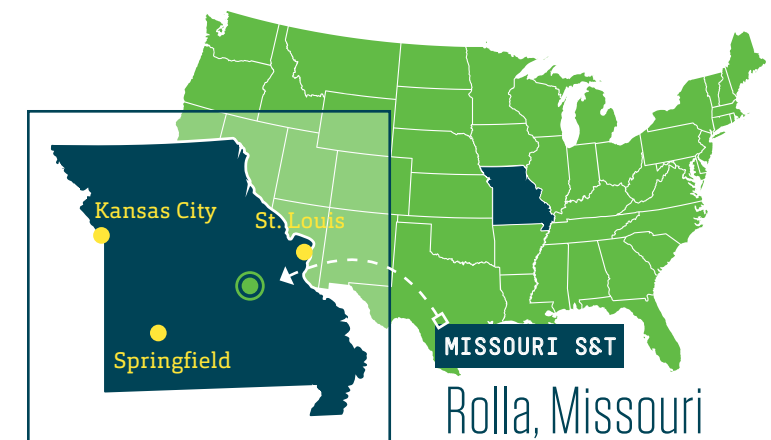
OUTSTANDING ACADEMICS

S&T has three colleges: the College of the Arts, Sciences, and Education; the College of Engineering and Computing; and the newly established Kummer College of Innovation, Entrepreneurship, and Economic Development. Nearly 400 faculty offer 101 undergraduate and graduate degree programs in business, education, engineering, science, computing, social sciences, and the humanities. Students entering S&T have an average ACT of 28.5, while 80% of all students are Missouri residents and 20% are first-generation students.

LOCATED IN ROLLA

Home to approximately 20,000 residents, Rolla is nestled within the timeless beauty of the Ozarks. There are more than 25 public parks covering more than 235 acres across the city and Rolla has a 63,000-square-foot water park with an adjoining fitness and recreation center. Numerous rivers, forests, springs, and other nearby attractions offer opportunities for outdoor recreation throughout the year.

The mid-Missouri region features a number of exciting recreational and cultural amenities for residents of the area.



NOTABLE ATTRACTIONS WITHIN A SHORT (1- TO- 2 HOUR) DRIVE:

- ▶ St. Louis Zoo & Aquarium
- ▶ St. Louis Art & History Museums
- ▶ City Museum (St. Louis, MO)
- ▶ St. Louis Cardinals Baseball Games
- ▶ Six Flags Over St. Louis
- ▶ Missouri Wine Country (Hermann, MO)
- ▶ Washington, MO Riverfront
- ▶ Lake of the Ozarks
- ▶ Ha Ha Tonka State Park
- ▶ Maramec Spring Park
- ▶ Bennett Spring State Park
- ▶ Onondaga Cave State Park
- ▶ Elephant Rocks State Park
- ▶ Fantastic Caverns
- ▶ Silver Dollar City
- ▶ Branson, MO
- ▶ Table Rock Lake

1 Missouri S&T offers diverse areas of study, from computing and engineering to arts, sciences, and education.

2 Missouri S&T was founded in 1870 as the first technological learning institution west of the Mississippi River.

**Thank you for your
interest in joining
Missouri S&T.**

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