Hofstra University invites applications for the position of Dean of Admissions. Hofstra University is a medium-sized, comprehensive, selective private university located on Long Island in Nassau County, New York. Total University enrollment, including undergraduate, graduate and School of Law, is approximately 13,400 students.

DEAN OF ADMISSIONS

The Dean of Admissions provides leadership and vision for the Undergraduate Admissions Office. Reporting to the Vice President for Enrollment Management, the Dean is responsible for all aspects of undergraduate admissions; manages a large professional and support staff; develops marketing strategies, publications and communication flows for prospective freshman, transfer and international students; manages the Admissions Office budget; serves as a vital member of the Enrollment Management team for strategic planning; and works with the Provost, Deans and faculty to develop effective off-campus and on-campus recruitment programming.

The successful candidate will be a team builder with significant experience in national and international recruitment; strategic and long-range admission and financial assistance planning, including performing research and trend analysis of enrollment data; and the creative use of technology in outreach and communication efforts. Must possess thorough knowledge of scholarship program selection and management.

The position requires a master’s degree and a minimum of five years of admissions experience at the director or associate director level. Excellent leadership, managerial, written and oral communication skills are essential, along with working knowledge of an integrated student data base. Familiarity with Banner a plus, and experience overseeing office Web site and electronic newsletters helpful.

The position is available immediately. The search will remain open until the position is filled. Salary is commensurate with experience. Applicants should send a letter of interest, resume and the names of three references to:

Ms. Gigi Lamens
Vice President for Enrollment Management
Hofstra University
Hempstead, NY 11549
EOE