



Associate Director of Freshman Admissions

Roger Williams University is a leading independent, coeducational liberal arts university at which students live and learn to be global citizens. With 40 academic programs and an array of co-curricular activities on its Bristol, R.I., campus, RWU is committed to its mantra of learning to bridge the world. Under the leadership of President Roy J. Nirschel, Ph.D., the University has achieved unprecedented academic and financial successes. In 2009, U.S. News & World Report named RWU the seventh-ranked baccalaureate college in the north which includes institutions that focus on undergraduate education and offer a wide range of degree programs in the liberal arts and in professional fields such as business, nursing, and education.

Reporting to the Dean of Admissions, the Associate Director of Freshman Admissions (ADFA) will be responsible for the development and implementation of the domestic, freshman recruitment plan, which results in qualified first year student candidates. The recruitment plan incorporates identification of targeted markets, establishment of acceptance policies, and assessment of trends and benchmarking as it relates to the comprehensive enrollment program. In addition, the ADFA will assist with international and transfer recruitment and admission efforts. The Associate Director is the principle supervisory administrator of the Freshman Admissions Professional staff.

A Bachelor's degree, preferably in a student services related field, and a minimum of 5 years of progressive hands-on admissions and higher education experience are required. A Master's degree and proficiency in a second language are preferred. Organizational skills and the ability to multi-task are essential for success in this position. This position also requires the ability to travel 30-40% of the time as well as work some nights, weekends, and holidays.

Interested applicants should send cover letter and resume to:
Human Resources, Roger Williams University, One Old Ferry Road, Bristol, RI 02809 or human_resources@rwu.edu indicating Ref #09-129.

Roger Williams University is an Equal Employment Opportunity Employer committed to inclusive excellence and encourages applications from underrepresented populations.