



Dean of Admissions

Roger Williams University is a leading independent, coeducational liberal arts university at which students live and learn to be global citizens. With 39 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 2008, U.S. News & World Report named RWU the eighth-ranked baccalaureate college in the north and *The Chronicle of Higher Education* named RWU among *The Chronicle's* "Great Colleges to Work For" in the United States. We are located in the historic seacoast community of Bristol, R.I., on a 140-acre waterfront campus 25 minutes from Providence and an hour from Boston. The University includes a College of Arts and Sciences and five professional schools including the only law school in Rhode Island. We currently enroll over 3,770 full-time undergraduate students and more than 1,400 part-time, graduate and professional students.

The Dean of Admissions (Dean) is a critical member of the Enrollment & Advancement senior staff and is responsible for an overarching recruitment plan to bring to the University a high achieving, diverse student body. The Dean is responsible for all aspects of the admission process, including strategic planning, communication, telecommunications, online communications, budget, and management of the daily operation of the office. Reporting directly to the Senior Vice President of Enrollment & Advancement, the Dean oversees a cohesive team of admissions professionals who are responsible for successful execution of the Undergraduate, Graduate, and Continuing Studies recruitment program. The Dean maintains and strengthens the academic excellence of the university through its admissions process. As well as understanding the enrollment issues faced by liberal arts colleges, the Dean will be an experienced manager of staff and a collaborative decision maker who can work closely with other senior administrators to formulate and achieve strategic enrollment goals. Crisis management is a key function of this position.

The successful candidate will have a Master's degree, preferably in a student services related field with at least 7 years of progressive hands-on admissions and higher education experience, a valid driver's license, passport and the ability to travel 30-40% of the time, which may include international travel. Preferred qualifications include being fluent in at least one language other than English and prior experience in a lead admissions role for a mid-sized private university along with international, graduate and continuing studies admission experience.

Roger Williams University offers an outstanding benefits package and salary commensurate with experience. Interested applicants should send cover letter and resume to:

Human Resources, Roger Williams University, One Old Ferry Rd., Bristol, RI 02809 or human_resources@rwu.edu indicating Ref #10-117.

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