



## ***Director of Continuing Studies and Graduate Admission***

Reporting to the Dean of Admission, The Director of Continuing Studies and Graduate Admission (“DCSGA”) is a contributing member of the Enrollment & Advancement senior staff. This position is responsible for developing and implementing an comprehensive recruitment plan that blends University qualified continuing studies and graduate candidates with non-traditional adult/part-time learners who are interested in on-campus, off-site programs, on-line programs and general academic advancement programs. The recruitment plan will incorporate identification of appropriate target geographic and diversity markets; establishment of acceptance policies; and assessment of trends and benchmarking as it relates to a comprehensive enrollment program. The DCSGA must build and cultivate collaborative relationships both on and off campus.

Essential responsibilities of this position include, but are not limited to:

- Development and implementation of the School of Continuing Studies and Graduate Recruitment Programs.
- Organize and supervise the day to day continuing studies and graduate student recruitment operations including staff supervision.
- Review a caseload of applications for admission decisions.
- In collaboration with Academic Affairs, develop relationships to maximize the University’s outreach programs to increase enrollments and external partnerships.
- Train and supervise international student admission assistants and coordinate their payroll, schedules, and daily tasks.

Minimum qualifications include a Bachelor’s degree, preferably in a student services or marketing related field with at least 5-7 years of progressive hands-on continuing studies and/or graduate admissions higher education and management experience. Additional requirements include a valid driver’s license and the ability to travel 30-40% of the time. Preferred qualifications include a Master’s degree and prior experience in a lead admissions role.

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](mailto:human_resources@rwu.edu) indicating Ref #10-028.

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