

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Vice President for Student Recruitment

Preparation Date: June 2021

Function of Position:

Vice President for Student Recruitment provides leadership to recruit and enroll students, to administer the intercollegiate athletics program, and to oversee the Wartburg-Waverly Sports & Wellness Center. This VP coordinates, supervises, and evaluates administrative units responsible for recruiting and enrolling students, for providing financial aid to students, for furnishing intercollegiate athletic opportunities to students, and for offering health and wellness opportunities for students, faculty, staff, and community members.

Principal Duties and Responsibilities:

1. Serves as the administrative officer responsible for
 - a. all programs and policies related to recruiting and admitting students.
 - b. developing and deploying a strategic financial aid program.
 - c. offering an appealing intercollegiate athletic program.
 - d. administering the W, which serves the health and wellness of the Wartburg community as well as members from the surrounding community.
2. Leads the College in
 - a. developing policies and practices for matriculating students in numbers, quality, characteristics and with sufficient net revenue to achieve college goals.
 - b. developing a robust, successful intercollegiate athletic program that continues to meet college goals in quality and student participation.
 - c. continuing to serve intercollegiate athletes, the entire student body, the full Wartburg community, and the Waverly community through the W while meeting college revenue goals.
3. Hires, supervises, directs the work, and evaluates the Executive Director of Admissions, the Director of Financial Aid, the Director of Athletics, and the Director of the Wartburg-Waverly Sports & Wellness Center.
4. Collaborates with the Vice President for Academic Affairs and the Vice President for Student Life on policies and procedures related to recruitment, retention, and welfare of students.
5. Collaborates with the Director of Marketing & Communication to develop strategies for recruiting students.
6. Identifies and champions new opportunities, programs, or policies that promise to advance the institution.
7. Serves/chairs college committees and advisory groups as assigned.
8. Collaborates with Cabinet members to recommend college policies and procedures.
9. Other related duties as required.

Supervision:

Reporting directly to the President and serving on the Cabinet, the employee is generally responsible for determining performance standards, developing new policies, and working on complex projects and problems.

Minimum Qualifications:

Requires Master's degree and eight years of progressive leadership, management, or other relevant experience in higher education.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, transcripts, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.