Simpson College

Director of Transfer Enrollment

Simpson College, Office of Admissions seeks candidates for the Director of Transfer Enrollment. As a member of the admissions department, this position works closely with colleagues to implement recruitment activities in support of the College’s annual enrollment goals. This position reports directly to the Vice President for Enrollment and is responsible for coordinating the recruitment efforts of all transfer students and international students.

Principal duties

- Foster relationships with community colleges throughout Iowa, creating and implementing an annual recruitment plan for transfer students
- Conduct group and individual information sessions as well as individual interviews.
- Review admissions applications and credit/course evaluations and collaborate on articulation agreements with community colleges.

Additional requirements include ability to work with culturally diverse populations; competent computer skills; strong analytical abilities; demonstrated experience working in a team environment to manage projects from inception to implementation. In addition, the chosen candidate will have proven leadership experience within an admission team and a history of successful recruitment program oversight.

Qualifications

A bachelors’ degree, an appreciation for diversity and inclusion; the ability to work well collaboratively as well as independently; Motivated, focused and self-guiding. Ability to work evening and weekend hours as well as travel; a valid driver’s license is required. Demonstrated interest and knowledge in the use of technology in admission and at least four years’ experience in higher education is preferred

To Apply

Please submit your resume, cover letter and three professional references to Simpson’s Human Resources department: employment@simpson.edu. Review of application will begin upon receipt and continue until the position is filled.

Simpson College does not unlawfully discriminate and aims to employ persons of various backgrounds and experiences to help constitute a diverse community. We are particularly interested in receiving applications from members of underrepresented groups. You will find the entire EOE statement
at: http://simpson.edu/employment-opportunities/. Successful applicants will demonstrate a commitment to cultural diversity and the ability to work with individuals from diverse backgrounds. Employment will require a criminal background check, which may include, but is not limited to criminal history, national sex offender search, and motor vehicle history.