



Executive Director of Admissions

Lock Haven University (LHU), a leader within the Pennsylvania State System of Higher Education, is a transformational institution that helps students “soar higher” by creating opportunities for social and economic mobility. The University seeks an energetic, innovative, and strategic leader with a record of success as its next **Executive Director of Admissions**. The successful candidate will be an individual who can inspire and encourage, passionately advocate for the institution, and lead with a commitment to collaboration and the success of LHU.

The Position: The Executive Director of Admissions is an integral team member working within a forward-thinking and collegial University that is reimagining outreach. Working with a strong team in the office and with committed leadership across the University, the Executive Director of Admissions oversees the Office of Admissions and provides leadership in developing and implementing modern recruitment strategies and initiatives designed to attract students to the undergraduate, transfer, graduate, online, international, and regional campus programs. S/he is responsible for developing recruitment and marketing strategies and admission policies. The Executive Director provides leadership for recruitment, processing, and student-employee staff as well as develops and implements strategic vision. The Executive Director designs, implements, and evaluates a comprehensive, data-driven strategic recruitment plan; collaborates with University administration, College Deans, faculty, students, and external organizations and institutions in implementing a holistic recruitment strategy; as well as plans and supervises marketing/target analysis, prospect-enrollment pipeline development, application review and follow-up, high school/community college outreach, on and off-campus recruitment events, student ambassador programs, and campus visit programs. S/he inspires staff to think creatively, adopt best practices, and embrace continuous improvement. The Executive Director works with external offices to design effective print, email, text, and social media platforms and to implement effective recruitment strategies using alumni ambassadors. The Executive Director also participates in professional organizations and professional development activities to ensure admission practices are contemporary and facilitates organizational development and change to maintain a progressive and efficient recruitment and admission operation.

Qualifications: The next Executive Director of Admissions will bring a record of progressive leadership experience in university admissions, including recruitment and enrollment planning and program development; team building within the office and among university departments; human resource and budget management; as well as data gathering, analysis, and assessment activities. S/he will be committed to diversity and sensitive to the needs of educationally and economically disadvantaged students; have an understanding of undergraduate and graduate admission, international and online recruiting, and regional campuses; and be capable of managing complex interdepartmental processes. Outstanding interpersonal communication skills are imperative. Experience in or knowledge of collective bargaining environments, high personal energy level, enthusiasm, a sense of humor, and poise when working under pressure will be valuable. A bachelor’s degree is required; an advanced degree is preferred. More information on the position and qualifications may be found at <https://jobs.lhup.edu/postings/5072>.

The Institution: Lock Haven University is a welcoming community of enthusiastic students as well as a committed faculty and staff with a history of providing transformational education through a personalized experience. Since its founding in 1870 as Central State Normal School, Lock Haven University, one of the 14 institutions in Pennsylvania’s State System of Higher Education, has been a leader in public higher education. Long-recognized for its academic rigor and its excellence in teacher preparation, “The Haven” now offers a full array of 60 degree programs, including 49 undergraduate majors and certifications, 47 minors, and eight graduate programs, on its attractive 175-acre main campus and its branch campus in Clearfield, PA. More than 3,150 undergraduate students and nearly 400 graduate learners enroll annually, and the University employs 280 staff members and 209 full-time faculty, of whom 92% hold earned doctorates or terminal degrees. All courses are taught by faculty, and the student-faculty ratio is 16:1. Fully accredited as a University, and holding prestigious discipline-specific accreditations for many of its programs, LHU is respected throughout the Commonwealth for its commitment to international learning and friendship through The Center for Global Engagement, a study abroad and exchange program. To learn more about the University, please visit <https://www.lockhaven.edu>.

Location: Lock Haven University’s main campus is located on the West Branch of the Susquehanna River in the scenic mountains of central Pennsylvania. The historic town of Lock Haven is home to approximately 10,000 residents and boasts a vital downtown with tree-lined streets and beautiful Victorian homes in a safe and quiet environment. Local attractions include the Millbrook Playhouse, the Clinton County Arts Council, the Clinton County Historical Society, Heisey House Museum, Piper Aviation Museum as well as many other cultural amenities. Experiencing four distinct seasons, the Susquehanna Valley region offers numerous, year-round outdoor activities, including active hiking, camping, fishing, hunting, kayaking, photography, skiing, and sightseeing. Several state parks, such as Bald Eagle State Park and Hyner View State Park, are located near to Lock Haven. The City is also located within 30 miles of the diverse, small city of Williamsport (home of the Little League World Series) and the quintessential college town of State College (Penn State University). Central Pennsylvania combines the luxury and cost of living of a rural lifestyle with easy accessibility to urban environments. Lock Haven is four hours from New York City, Philadelphia, Baltimore, Washington, DC, and Pittsburgh.

Application: Interested candidates should apply through the Lock Haven University Job Portal at <https://jobs.lhup.edu/postings/5153>. The review of candidates will begin on April 3, 2020 and continue until the position is filled.

Lock Haven University is profoundly dedicated to cultural diversity and supports the integration of diverse and international perspectives within the working and learning environment. LHU is an equal opportunity/affirmative action employer and encourages applications from people of color, women, veterans, and persons with disabilities. To learn more about diversity at LHU and in our community, visit www.lockhaven.edu/hr/socialequity.html



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