



**Director of Undergraduate
Admissions Search**



MICHIGAN STATE

UNIVERSITY



Opportunity Summary

Michigan State University invites nominations and applications for the position of Director of Undergraduate Admissions. This is a highly visible, dynamic, position interacting regularly with senior administration officials, faculty, professional staff, and outside constituents at an exciting time of change and opportunity for the University and the Office of Admissions.



About Michigan State University

<https://msu.edu/>

Founded in 1855, Michigan State University (MSU) has always been an innovator in research, teaching, and application of knowledge. In 1863, Michigan State was designated the beneficiary of the Morrill Land-Grant Colleges Act endowment, becoming the pioneer land-grant college in the United States and serving as a prototype for future institutions. From these origins, Michigan State has evolved into a comprehensive, global, world-class university with a full spectrum of programs and attracting a diverse set of gifted professors, staff members, and students. The University has been an elected member of the Association of American Universities since 1964.

More information regarding MSU may be found at:

- MSU Facts <https://msu.edu/about/thisismsu/facts.php>
- Rankings and Recognitions <https://msu.edu/about/rankings-and-recognitions.php>

Located in East Lansing, (<https://www.cityofeastlansing.com/>) a community three miles east of Michigan's capital in Lansing, MSU is located on a 5,200-acre campus with 2,100 acres in existing or planned development and 538 buildings, including 95 academic buildings. Michigan State enrolls approximately 51,000 students and employs more than 11,600 faculty and staff members from all of Michigan's 83 counties, all

of America's 50 states, and 130 countries. Made up of equal parts women and men, the student body includes 20.6% students of color and 12.4% international students.

The University offers more than 200 programs of study at the bachelor, masters and doctoral levels. MSU is guided by "Bolder by Design" (www.bolderbydesign.msu.edu) as a "shared strategic framework that aligns our efforts across Michigan State University and around the globe, harnessing the power of working together to achieve our highest aspirations and to fuel the creation of better outcomes and growing value for our students, state, nation, and world."



About the Office of Admissions/ Enrollment Management

<https://admissions.msu.edu/>

The Office of Admissions is part of Enrollment Services under the auspices of the Office of the Associate Provost for Academic Services, Enrollment Management and Academic Initiatives. Common mission and values of the offices that report to this Associate Provost can be found at <https://esp.msu.edu/mission.asp>.

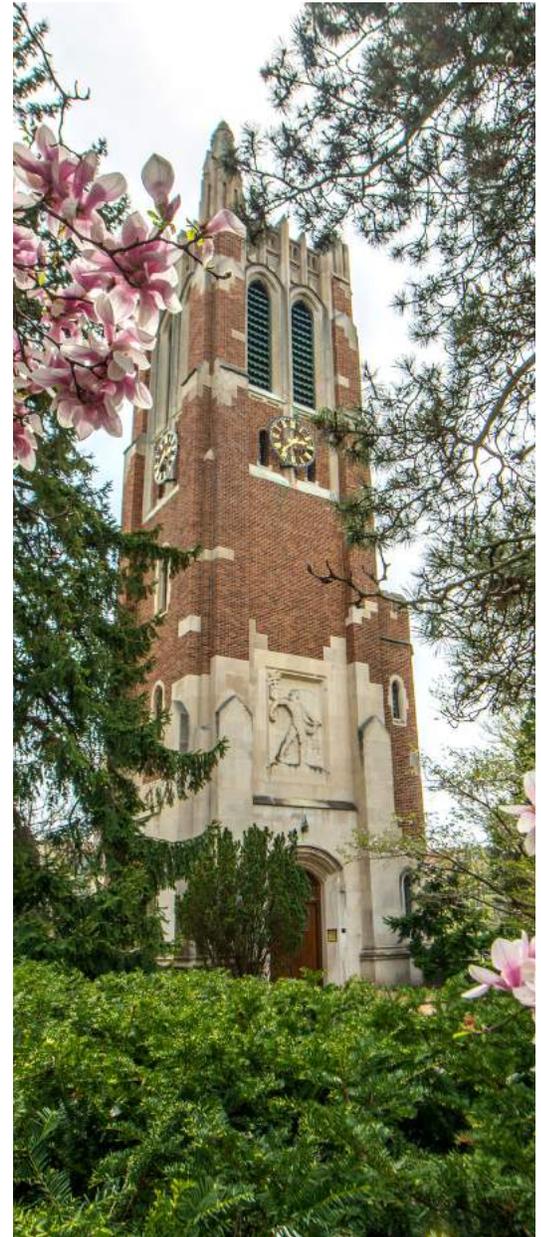
Key Collaborators for the Office of Admissions include:

- Office of the Registrar
- Office of Financial Aid
- Office of Planning and Budgets
- Office of the Associate Provost for Undergraduate Education
- Honors College
- Residential and Hospitality Services
- Athletics
- The Academic Units (e.g. Engineering, James Madison College, Lyman Briggs College, the Residential College in Arts and Humanities etc.)
- The Graduate School
- International Studies and Programs
- Alumni Association

Other Stakeholders include:

- UGAAD (Undergrad Advising Group)
- EMOG (Enrollment Management Group)
- MSU Detroit Office
- MSU Pre-college programs

Detailed recent enrollment data, financial administrative report, organization chart, and the flat rate tuition initiative may be downloaded at the link [here](#).





The Position

Michigan State University invites nominations and applications for the position of Director of Undergraduate Admissions.

Reporting to the Executive Director and Assistant Provost of Admissions and Enrollment Strategy, the Director of Undergraduate Admissions (DUA) provides leadership, direction, and resource stewardship to MSU's enrollment/admissions function with primary responsibility for operations and implementation. The DUA oversees and manages the Office of Admissions (OA), including high school relations, transfer recruitment and services, international student admissions, campus visit programs, and office operations. The DUA will also oversee OA's operational support of application processing for graduate and professional programs, including the medical colleges and the College of Law. Major responsibilities include demonstrating a sustained commitment to diversity, equity, and inclusion in the development, design, and implementation of recruitment efforts to support the University's goals for new undergraduate students. The DUA plays a key role in determining and

implementing admissions policies and practices, taking account of the changing higher education landscape and demographics among potential undergraduate students and demonstrating an awareness of the nature of the students the University aims to attract and graduate—courageous, empowered, engaged, ethical, and self-aware students eager to develop their passions and purposes.

The DUA oversees campus-wide recruitment efforts for entering freshmen and transfer students. The DUA serves as a key partner in the student success initiatives, including the implementation of new student-focused technologies, a modernized Student Information System (SIS), and ongoing work with Salesforce/Target X CRM. The DUA is responsible for the management of the CRM implementation and utilization of other technology enhancements. The technology, operations, MARCOMM component of Admissions will report to the DUA.

The DUA will be responsible for developing talent, building growth roadmaps, keeping abreast of higher education admissions and enrollment changes,

building internal and external relationships, and contributing to MSU's larger admissions strategy, including domestic out-of-state and international admissions. Additionally, the DUA will be an active participant in strategic planning, recruitment strategy development, forecasting, resource planning, and budgeting. The DUA will be accountable for effective organizational design, including positions and responsibilities, and resource deployment.

The DUA will manage and oversee all recruiting operations, assist and oversee enrollment management initiatives, provide supervision and leadership, represent the University's undergraduate recruitment efforts on and off campus, and promote recruiting staff development and training in the Office of Admissions. This position directly or indirectly supervises a significant number of staff members and collaborates with senior leadership to make budgetary and technology decisions. The DUA will be responsible for the management of departmental operating budgets for Admissions.



Required Qualifications

- Master’s degree is required.

Preferred Qualifications and Experience

- A nationwide and global recruiting footprint, with at least 3 years of experience at either the assistant director or director level, is preferred;
- Record of successful outcomes in the development and achievement of enrollment goals or commensurate experience;
- Record of successfully establishing and growing prospective markets, including in-state, out-of-state, and

- international segments;
- Demonstrated commitment to diversity, equity, and inclusion;
- Ability to develop and execute a sales and marketing strategy for undergraduate, graduate, and online students;
- Qualifications, experience, and skills that demonstrate a candidate’s ability to be a strategic thought leader in the admissions, yield, retention, and graduation of students.

Skills and Abilities

- Strong management skills in hiring, supervising, and

- creating opportunities for professional development;
- Demonstrated success in developing internal and external relationships, including high school personnel;
- Understanding of student success predictors utilized in admissions decisions;
- Ability to understand and successfully use complex student information systems, CRM systems (TargetX and Salesforce preferred), and to use those systems effectively in a management capacity.



Procedure for Candidacy

Applications should include a letter of application and curriculum vitae. Applications and nominations will be accepted until the position is filled. Confidential review of materials and screening of candidates will begin immediately. Harris Search Associates is assisting MSU for this search. Please send your application to the address below or contact Jeffrey Harris, Managing Partner, for further details.

Contact Info:

Jeffrey Harris, Managing Partner

Tel: 614-798-8500 ext. 125

Cell: 614-354-2100

Email: jeff@harrisandassociates.com

www.harrisandassociates.com

Michigan State University is an affirmative-action, equal-opportunity employer. MSU is committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. The University actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities. MSU is committed to providing a work environment that supports employees' work and personal life and offers employment assistance to the spouse or partner of candidates for faculty and academic staff positions.

Harris Search Associates
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Harris Search Associates, an IIC Partners member firm, is a leading global executive search and board advisory consulting firm. Our practice is focused on identifying and attracting leaders to support the growth of clients in the areas of research, science, engineering, academic medicine and commercial enterprises. Clients include the foremost universities, research parks, institutes, academic medical centers and commercial organizations driving global innovation and discovery.

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