

# LAWRENCE UNIVERSITY

Appleton, Wisconsin  
Director of Admissions

Lawrence University seeks a smart, energetic, creative leader who understands the importance of **care, hustle, ethics and humor in college admission**. In addition to the privilege of signing her or his name on thousands of decision letters throughout the year, the director of admissions—reporting to the dean of admissions and financial aid—will run the admissions office, which means managing a dream team of admissions professionals. (Seriously. They're *really* good.)

The director of admissions will lead by example, which means being good-humored, intelligent, sensitive, ethical, trustworthy, drama-averse, hard-working, detail-oriented, and others-focused.

The director of admissions will be an effective delegator, and an effective doer—and will know when which is appropriate. Strong talents in communication as well as staff and organizational development are essential; marketing savvy and data-driven decision-making are major plusses; and the ability to appreciate the finer points of a well-made pot of chili will score bonus points with the dean of admissions and financial aid.

In addition to directing (not micromanaging) the staff, the director will do good old-fashioned admissions work, which means: meeting with prospective students and their families and counselors throughout the country and on campus; reviewing applications for admission and scholarship; and folding table banners with panache.

Candidates must have a bachelor's degree or beyond, a healthy understanding of the value of the liberal arts and sciences, and a commitment to serving others with class and dignity. (Don't forget the ubiquitous requirement for a valid driver's license and the ability to carry heavy things.) Preferred candidates will have significant experience in college admission or marketing along with a desire for professional engagement beyond the admissions office (through the National Association for College Admission Counseling and/or state and regional ACACs). Candidates may be delighted to note that, despite Lawrence University being a Banner school, the admissions office uses Technolutions' Slate CRM to do its heavy lifting. (Full disclosure: the office is still in the process of implementing Slate, which began in late August 2011.)

Lawrence University, a national leader in individualized education, is home to one of the country's most internationally diverse student populations, with 1,450 undergraduates from nearly every state and more than 50 countries. Lawrence University is a college of liberal arts and sciences and a world-class conservatory of music, both offering a friendly, challenging and person-centered academic, residential and social environment. Nestled along the bluffs of the Fox River, Lawrence is adjacent to Appleton, Wisconsin (pop. 70,000; metro pop. 250,000), the cultural center of Northeast Wisconsin, just 90 miles north of Milwaukee.

The preferred start for this full-time, 12-month, salaried position is July 2012. Credential review commences immediately, and will continue until the best fit is found by both the ideal candidate and Lawrence University. Please submit your letter of interest and credentials to:

The Great Lawrence Admissions Director Search

[Human Resources](#)

Lawrence University

711 E. Boldt Way

Appleton, Wisconsin 54911

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