

Tabor College Dean of Enrollment Management

The Position: Tabor College invites applications for the position of Dean of Enrollment Management. This position reports to the Vice-President for Enrollment Management and Inter-Collegiate Athletics. He or she is responsible to oversee & manage all admissions & financial aid processes for traditional undergraduates. The primary purpose of this position is to assure that the admissions, recruiting & financial aid work helps produce enrollment revenue goals while matriculating students who desire the educational experience Tabor has to offer.

The Institution: Tabor College is a four-year Christian liberal arts college located in Hillsboro, KS. The mission of Tabor College is *“to prepare people for a life of learning, work, and service for Christ and His kingdom.”* Tabor’s vision is *“to be the college of choice for those who want an academically excellent, life transforming, globally relevant, and decidedly Christian education.”*

Qualifications: The ideal candidate will possess the following characteristics relative to experience, leadership, management, sales, theological commitment, and collaboration:

1. Experience

- Master’s degree required
- Four years enrollment related experience preferred
- Three years of marketing/sales/management experience preferred
- Have exceptional communication, facilitation, and organizational skills

2. Leadership

- Provide compelling vision for the enrollment management department that is in support of the mission, vision and values of Tabor College
- Work to create a culture of empowerment, creativity, innovation and results
- Draft yearly and long term strategic enrollment plans and hold all applicable employees accountable to execute the plan
- Represent Tabor as a public speaker for various on and off-campus recruiting events
- Oversee and take initiative for all admissions functions and processes
- Develop and propose the annual budget for enrollment management operations
- Set up and implement all necessary training and mentoring for all supervised staff
- Participate in the enrollment revenue goal setting process and hold the enrollment staff accountable to meeting said goals
- Serve as the committee chair for the Presidential Leadership Program steering committee
- Ensure enrollment staff provide excellent internal and external customer service
- Be aware of Tabor College in respect to: history, philosophy, mission, academic programs, student activities and organizations, student profile, cost/fees and admissions/financial aid requirements and procedures

3. Admissions

- Oversee inventory of all admission department supplies and direct mail pieces
- Manage the admissions budget – includes authorizing and signing off on all payment requisitions and purchase orders
- Supervise all admissions staff
- Oversee the acceptance process for all prospective students

4. Financial Aid

- Supervise the director of financial aid - includes review of all internal and external financial aid processes and yearly job evaluation

- Manage the data analysis, scholarship/grant program, awarding process including FA estimates & award letters, FA strategic planning that are all part of the financial aid office
- Regularly track the various discount rates for programs who are held accountable for recruiting goals. This includes signing off before any FA estimate or award letter goes out.

5. Marketing/Sales

- Serve on Tabor's Integrated Marketing Team – this includes attending & participating in scheduled meetings
- Oversee and provide direction for the direct mail, social media, audio/visual media and website marketing efforts to prospective students
- Lead the process of bringing enrollment staff and communications staff together to produce direct mail marketing pieces as necessary

6. Theological Commitment

- Possess and articulate a passionate commitment to Jesus Christ
- Embrace core evangelical/Anabaptist convictions
- Be committed to the local church, evidenced by membership and regular attendance
- Respect and support the USMB Confession of Faith

7. Collaboration

- Provide regular enrollment reports for applicable Tabor employees
- Create collaborative systems between enrollment staff and athletic/performing arts recruiters that maximize the realization of enrollment goals in these areas
- Work to bring Tabor student life personnel and Tabor faculty into the recruitment process
- Communicate regularly with Tabor enrollment consulting partners and hold enrollment management personnel accountable to execute the strategies these partners provide

Start Date: Summer or Fall 2016

Application Deadline: Until Filled

Application Process: Qualified and interested candidates should e-mail a cover letter and resume to Ruth Funk, Human Resource Coordinator, at ruthf@tabor.