



UNIVERSITY  
OF  
LOUISIANA  
*L a f a y e t t e*

## STAFF VACANCY

### **Position: Executive Director - Undergraduate Admissions and Recruitment**

#### **Responsibilities:**

**EEO#: EM 6-16**

The University of Louisiana at Lafayette invites nominations and applications for the position of Executive Director of Undergraduate Admissions and Recruitment. Reporting to the Vice President for Enrollment Management, the Director will provide leadership and vision in recruiting and admitting undergraduate students. The Executive Director will serve as the expert and advocate for undergraduate admissions and recruitment to the faculty, staff, administration and external constituents.

#### **Qualifications:**

The successful candidate shall have at minimum a master's degree and at least five years of administrative responsibility for undergraduate admissions and/or recruitment at a comparable higher education institution in a senior level position. The applicant must have extensive experience utilizing technology with an integrated student information system to efficiently and effectively recruit new students and process applications. Banner and Hobson's and/or Recruit CRM experience is a plus. The applicant must have excellent oral, written, and interpersonal skills, and a proven commitment to developing collaborative relationships both on- and off-campus.

#### **The University:**

The University of Louisiana at Lafayette is one of nine publicly supported universities in the University of Louisiana System. The University is the largest in the University of Louisiana System with an enrollment nearing 20,000 students and a freshman class of over 3,000. The University is classified as an SREB Doctoral II institution and a Carnegie Research University with higher research activity. The University is located in Lafayette, a vibrant and thriving community with a deep appreciation for culture and the arts in the heart of Louisiana's Cajun and Creole region. Athletically, Louisiana's Ragin' Cajuns compete in NCAA Division I, the highest level of collegiate athletics.

For initial consideration, please submit a completed application by April 11, 2017. The review of applications will begin immediately and continue until the position is filled. Applicants are requested to submit a letter of interest, resume, and contact information for three references (including name, title, address, phone number). Please submit application materials electronically to [richelle@louisiana.edu](mailto:richelle@louisiana.edu) or to the address below:

University of Louisiana at Lafayette  
Office of the Vice President for Enrollment Management  
Attn: Dr. DeWayne Bowie  
Search Committee for the Executive Director of Undergraduate Admissions and Recruitment  
PO Box 42651  
Lafayette, LA 70504