JOB PROSPECTUS FOR

ASSOCIATE VICE PROVOST AND DIRECTOR OF UNDERGRADUATE ADMISSIONS
About the Opportunity

Position of Associate Vice Provost and Director

NC State University’s Division of Enrollment Management and Services invites applications and nominations for the position of Associate Vice Provost and Director of Undergraduate Admissions. The Associate Vice Provost and Director (AVP) is a key member of the Division’s leadership team. This position is responsible for national and international undergraduate recruitment and admission of both first year and transfer students. The AVP works collaboratively across the division and with other units on campus to develop enrollment strategies that are aligned with the university’s strategic objectives.

The AVP provides leadership to the admissions office and its highly talented and seasoned staff. The AVP will also be responsible for hiring, training, and promoting the professional development of office staff; the fiscal management of the office and ensuring compliance with relevant policies; and the procurement, implementation, and integration of recruitment and admissions-related technologies.

Requirements and Preferences

The Division is seeking an outstanding individual that can demonstrate a strong track record of excellence and knowledge of the most recent trends in admissions. Candidates shall possess a relevant post-Baccalaureate degree with a minimum of three (3) years or greater of related professional experience, or a relevant undergraduate degree and a minimum of five (5) years or greater of relevant experience may be substituted for the advanced degree. Candidates are expected to have expertise in related technology, the use of data analytics, and effective communication strategies - excellent oral, written, and interpersonal skills are required.

It is desired for a candidate to have experience and demonstrable skills in leading and managing an admissions program, people, and positive change in an environment similar to that found at a highly selective, public institution. Preference will be given to candidates that can demonstrate ten years of progressive leadership in admissions or enrollment management. The successful candidate will possess an outstanding record of leadership accomplishments along with a strong record of commitment to human and intellectual diversity. Leadership experience in professional admissions organizations is also preferred.

How to Apply

The Nominating Committee invites applications to be submitted online at https://jobs.ncsu.edu (position #00061464). Applications should include a cover letter, resume, and contact information for three professional references. Confidential review of materials will begin in February 2018, and will continue until the appointment is made. For additional information please visit: go.ncsu.edu/avp-admissions. Inquiries and nominations can be provided to:

Frank Barragan, Executive Recruiter
NC State University
919-515-4365 • fbbarrag@ncsu.edu
About NC State

NC State was founded with a purpose: to create economic, societal, and intellectual prosperity for the people of North Carolina and the country. We began as a land-grant institution teaching the agricultural and mechanical arts. Today NC State is a pre-eminent research enterprise that excels in agriculture, science, technology, engineering, math, design, humanities and social sciences, textiles and veterinary medicine.

NC State students, faculty, and staff take problems in hand and work with industry, government, and nonprofit partners to solve them. Our 34,000-plus students apply what they learn in the real world by conducting research, working in internships and co-ops, and performing acts of world-changing service. That experiential education ensures they leave here ready to lead the workforce, confident in the knowledge that NC State consistently rates as one of the best values in higher education.

Each year, NC State adds $6.5 billion to the statewide economy, equivalent to creating more than 90,000 new jobs. That represents significant return on investment for the citizens of North Carolina in the form of research advances, innovative technologies, successful companies, skilled graduates and new jobs waiting for them.

Our 9,000 faculty and staff are world leaders in their fields, bridging the divides between academic disciplines and training high-caliber students to meet tomorrow’s challenges. Together, they forge powerful partnerships with government, industry, nonprofits and academia to remake our world for the better.

About Raleigh and North Carolina

North Carolina is one of the fastest-growing states in America. Agriculture is the top industry in the state, producing $84 billion in revenue each year. A leading state in diversity and a top spot for young professionals and families, Raleigh is nationally recognized as a city on the rise:

No. 1 among the top 10 best cities for jobs (CNN Money, 2015)
No. 3 among the best places for business and careers (Forbes, 2016)
No. 5 among the best midsize U.S. metro areas for college students (American Institute for Economic Research, 2017)
No. 5 among best U.S. cities for raising a family (Forbes, 2017)
No. 6 among America’s best cities for young professionals (Forbes, 2017)

With Durham and Chapel Hill, Raleigh anchors the Research Triangle, a national hotspot for high-tech enterprise. The top companies in the region — including IBM, Cisco Systems, SAS Institute, Biogen Idec and GlaxoSmithKline — are among the country’s best employers. NC State also has strong agricultural partnerships with Bayer, BASF, and Syngenta. They also lead the way in hiring new NC State graduates. Celebrating its 130th year in 2017, NC State continues to make its founding purpose a reality. Every day our career-ready graduates and world-leading faculty make the fruits of learning and discovery available to people across the state, throughout the nation, and around the world.
NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, age, veteran status, or disability. In addition, NC State University welcomes all persons without regard to sexual orientation. The University welcomes the opportunity to work with candidates to identify suitable employment opportunities for spouses or partners.