

Peru State College
Peru, Nebraska

Position Profile
Director of Admissions
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Prepared by:
Summit Search Solutions, Inc.



Peru
State
— College

www.peru.edu

THE INSTITUTION

Peru State's "Campus of a Thousand Oaks," a member of the Nebraska Statewide Arboretum, is nestled in the hills of historic southeast Nebraska on the Missouri River. The College offers a mix of relevant and innovative online and traditional classroom undergraduate programs, and two online graduate degrees in education and organizational management.

Peru State College (PSC) has a rich history of engaging students as Nebraska's first college, established in 1867 as a teacher training school with one building and 60 students. It has transformed, over the past century and a half, into a state-of-the-art institution offering flexible, diverse, multifaceted educational programs to approximately 2,500 students in a highly personalized and responsive environment. PSC has long been a wellspring of leadership, an invaluable resource for communities and businesses, and a source of accomplished graduates known for their excellent education and professional competence.

PSC has enjoyed considerable support from the state of Nebraska, which has funded more than \$60 million in campus renovation projects over the last decade. While PSC enrolls students around the globe, it retains a special commitment to serve the residents and needs of the southeast Nebraska community through education, research and community outreach programs.



Peru State College is a member institution of the Nebraska State College System and has been accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools since 1915. In 2012 Peru State received the highest possible evaluation, placing it into an elite group of institutions. The College is also a member of the National Council for Accreditation of Teacher Education.

Mission:

In educating the individual to the benefit of society, Peru State cultivates the capacity and propensity for life-long learning by fostering independent inquiry and promoting the value of knowledge and discovery. Through innovative undergraduate and graduate programs, Nebraska's first college continues its commitment to making a vital contribution to the future of the region and the state. Peru State College's vision is to be a college of choice, fostering excellence and student achievement through engagement in a culture that promotes inquiry, discovery and innovation. To read more visit: www.peru.edu

Location: Peru, Nebraska

THE OPPORTUNITY

The **Director of Admissions** is a visionary leader with entrepreneurial, strategic and strong analytical skills charged with leading a student centered campus-wide market development and recruitment effort. The Director reports to the Vice President for Enrollment Management and Student Affairs, and works with a variety of internal and external constituencies to create and implement differentiated and highly personalized marketing and recruitment plans which take full advantage of available technologies and resourceful personnel to maximize enrollment. The Director is responsible for setting the strategic direction and leadership in a data-driven, results-oriented admissions program that is consistent with the goals and mission of Peru State.

Primary Responsibilities:

- Lead admissions team through hiring of staff, training, day-to-day supervision, regular meetings, professional development and regular assessment
- Develop and implement student-focused recruitment and admission policies and procedures and issue admission decisions
- Set and manage all new student enrollment goals in coordination with VP for Enrollment Management & Student Affairs (VPEMSA)
- Oversee communication, processing, and relationship development processes for prospective students which result in the development of a broad prospective student pool
- Collaborate with the marketing department to coordinate recruitment/marketing initiatives and publication development
- Manage a local recruitment territory to be determined based on experience and departmental needs
- Establish partnerships with businesses, military, and external organizations to promote degree completion programs for employees/military personnel leading to college attendance
- Manage student information system, PeopleSoft, serving as functional lead for admissions and campus community areas of the system and manage College's Customer Relationship Management (CRM) software, Spectrum
- Work with VPEMSA, Vice President for Administration & Finance and Director of Financial Aid to develop and shape scholarship strategy to achieve revenue and enrollment goals
- Participate actively in College committee work and campus events along with state, regional and national professional associations
- Manage departmental budget and office procedures ensuring compliance with College policies

Position Qualifications:

- Bachelor's degree in a relevant field required; Master's degree preferred
- Minimum of five years of progressive responsibility in college admissions or related market development or recruitment setting
- Previous supervisory experience highly preferred; strong commitment to staff development required
- Experience integrating relevant technology into the recruitment process

- Experience with strategic planning, communications planning, and/or college marketing preferred
- Working knowledge of effective budget management and program development and management
- Superior oral and written communication, interpersonal, and organizational skills
- Demonstrated success building collaborative working relationships throughout a college community and with external audiences
- Demonstrated success related to recruiting undergraduate and graduate students

Why Consider the Opportunity:

- **Be part of a great team.** PSC's admissions team is a highly-functioning, collegial unit made up of talented, hard-working professionals.
- **Serve as a strategic leader.** The Admissions Director will have the opportunity to have a real impact on how the function is managed, participating in the design and implementation of plans to enhance and expand the operation in support of the College's enrollment goals.
- **Small institution allowing for personal touch.** Peru State's size allows administrators the chance to have plenty of interaction with students and college staff at every level.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Click the following button to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6146756&portalID=5652>

For nominations or further information:

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This position is subject to veterans preference.

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



Peru and surrounding cities of Auburn, Nebraska City, Lincoln & Omaha

Peru State College, a national leader in making quality education affordable, is located in the quaint town of **Peru**, Nebraska which is nestled in the hills of historic southeast Nebraska on the Missouri River.

Traveling south just 15 minutes is the town of **Auburn**, named one of Nebraska's top 10 safest cities this year and since 1976, Nebraska's first Tree City USA. The town became the county seat of Nemaha County in 1883 and is proud of its memorial "Avenue of Flags" honoring all veterans from the County. Auburn boasts



50 acres of parks accommodating fishing, disc golf, basketball and skate boarding. The Auburn Recreational Complex is a 30-acre facility which includes baseball, soccer and softball fields as well as biking trails.

Families enjoy living here as there is a strong sense of community. Based on the 2013 Nebraska State Accountability (NeSA) assessment tests, Auburn High School ranked first in reading and second in math when compared with 39 other schools in Class C-1.

Going north just 20 miles from Peru will take you to **Nebraska City**. There you can stop to enjoy orchards and vineyards and pick apples, sip cider or red, white and fruit wines that are delicious due to the Nebraska's sunny days and fertile soil, taking home memories as you take in the scenery. Perhaps you would enjoy a round of golf? Or prefer the history this rich land offers at its many museums and historical parks. This is a town you will want to frequent often so as to savor all that it has to offer.

For a big city fix, there are two options. **Lincoln**, the state capital, is just over an hour northwest, and features a new cityscape and a thriving economy. Lincoln is sweeping top national rankings which are validating its success, yet its charming character and modesty still rings true. In 2013, Lincoln ranked No. 4 on *Forbe's* list of the "Best Places for Business and Careers" and No. 1 on *NerdWallet's* "Best Cities for Job Seekers in 2015." **Omaha**, which is approximately the same distance due north of Peru, enjoys a strong and vibrant business community and serves as home to five Fortune 500 companies. In 2008, *Kiplinger's Personal Finance* magazine named Omaha the nation's third best city to live, work and play.



For more information on Peru and surrounding areas:

Peru Chamber of Commerce: <http://www.perunebraska.org/chamber-of-commerce.html>

City of Auburn: <http://auburn.ne.gov/>

Go Nebraska City: <http://gonebraskacity.com/>

Lincoln Convention & Visitors Bureau: <http://www.lincoln.org/>

City of Lincoln and Lancaster County: <https://lincoln.ne.gov/>

Livability - Omaha: <http://www.livability.com/topics/housing-and-real-estate/8-reasons-move-omaha-ne>