

The University of Utah  
Salt Lake City, Utah

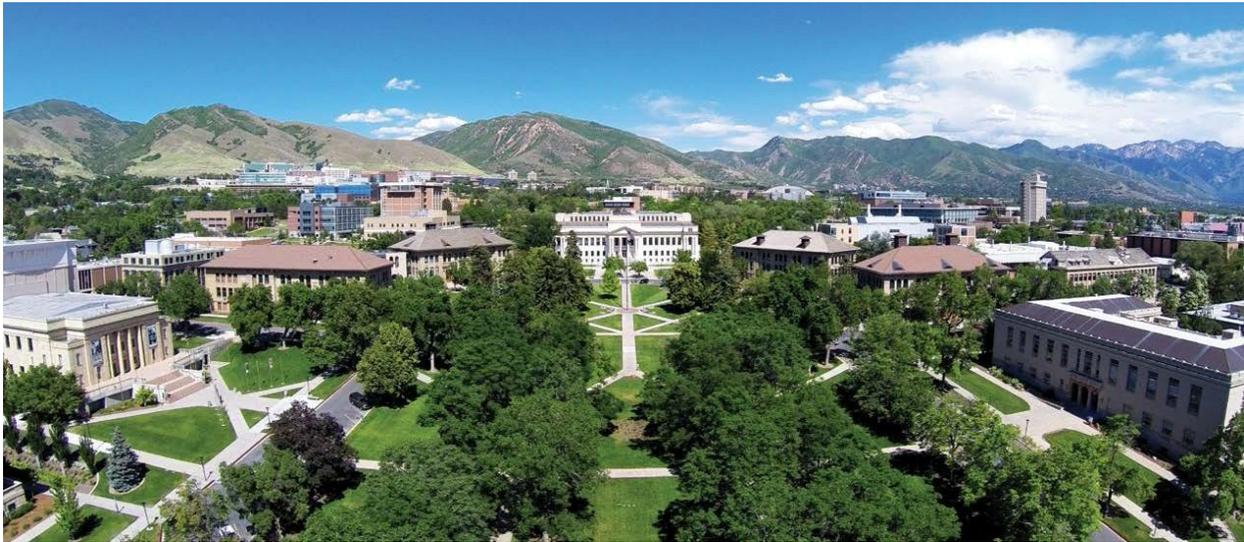
Position Profile  
Executive Director of Admissions  
September 2016

Prepared by:  
Summit Search Solutions, Inc.



[www.utah.edu](http://www.utah.edu)





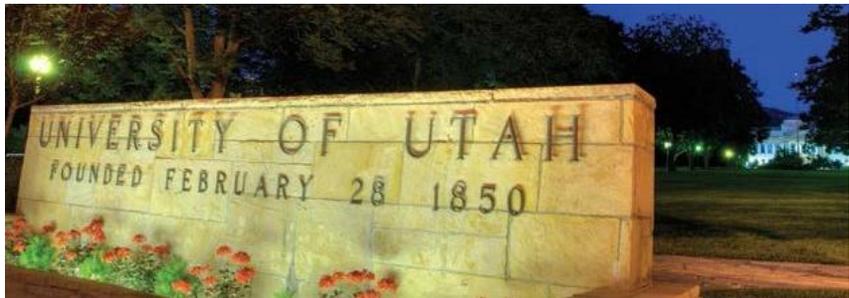
## THE INSTITUTION

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The state's oldest and largest institution of higher education, **The University of Utah** is the flagship university of the state. The University boasts 16 schools and colleges and offers more than 100 undergraduate and 90 graduate degree programs to more than 31,000 students. The University is noted for its high research profile, its diversity of ideas and people, its stunningly beautiful setting and the warmth, friendliness, and collegiality of its faculty, staff, and students.

A community of students, staff, and scholars, the University of Utah, affectionately called the U, is dedicated to the advancement of knowledge through innovative research; the education of future citizens, professionals, and leaders; and scholarly and creative pursuits that preserve and enlarge our understanding of the human condition. This is accomplished in an open environment that invites active participation from and interaction among all voices in a tradition of civilized discourse.

The University of Utah is a complex institution that serves the people of Utah, and beyond, in numerous ways while also conducting fundamental research and scholarship of international import. As a premier research university, the U is committed to building world-class research programs and attracting and retaining the best faculty from across the nation and throughout the world. The University is strongly committed to delivering outstanding undergraduate, graduate, and professional education that prepares students for leadership roles in Utah, the country, and the world. The University's partnership with the state is reflected in a deep commitment to provide education for Utah's residents and service in the University's local and regional communities.



**To learn more:** <http://www.utah.edu>

**Location:** Salt Lake City, Utah

## **THE OPPORTUNITY**

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The **Executive Director of Admissions** will bring the University's mission to life by leading the effort to create a compelling and attractive vision for potential students, enhancing the admission process for those candidates and assuring a rewarding, meaningful and successful experience for those who attend. S/he supports the Associate Vice President in fulfilling all responsibilities of delivering comprehensive programs and services to the University and community customers. The executive director will provide leadership in the planning, development and implementation of a university enrollment plan that is consistent with the University's mission.

### **Essential Functions:**

- Oversees the daily operations of the Admission Office.
- Develops and promotes a yearly enrollment plan that will achieve university enrollment goals.
- Provides leadership in positioning the University in the student marketplace to expand University visibility so as to attract, select, enroll and retain a diverse student body.
- Coordinates the design and implementation of consistent communication through the admission process and throughout enrollment.
- Enhances the working relationship with internal and external communities.
- Administers academic policy and university regulations that govern process of recruitment and enrollment of students.
- Is familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Leads and directs the work of others.
- Incumbent in this position will have the authority to manage the assigned unit.
- Directs the planning and administration of the unit's budget and makes spending decisions within budget guidelines.
- Oversees program development for assigned unit and ensures that policies and procedures are followed.

### **Qualifications:**

- Proven leadership experience at various levels in an admissions function; ten years or more experience preferred.
- Master's degree required.
- Experience in a large, public research intensive university preferred.
- Experience in building community/organization partnerships.
- Strong supervisory and management skills.
- Demonstrated human relations and effective communication skills.
- Ability to travel 30% or more during peak times, including possible international travel.

## PROCEDURE FOR CANDIDACY

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Confidential review of applications will begin immediately and continue until finalists are identified. Applications and inquiries will continue to be accepted until the position is filled. All applications and inquiries will be held confidential.

Please submit CV/resume and cover letter upon application. Click here to apply: [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=8013994&portalID=5652>

### For nominations or further information:

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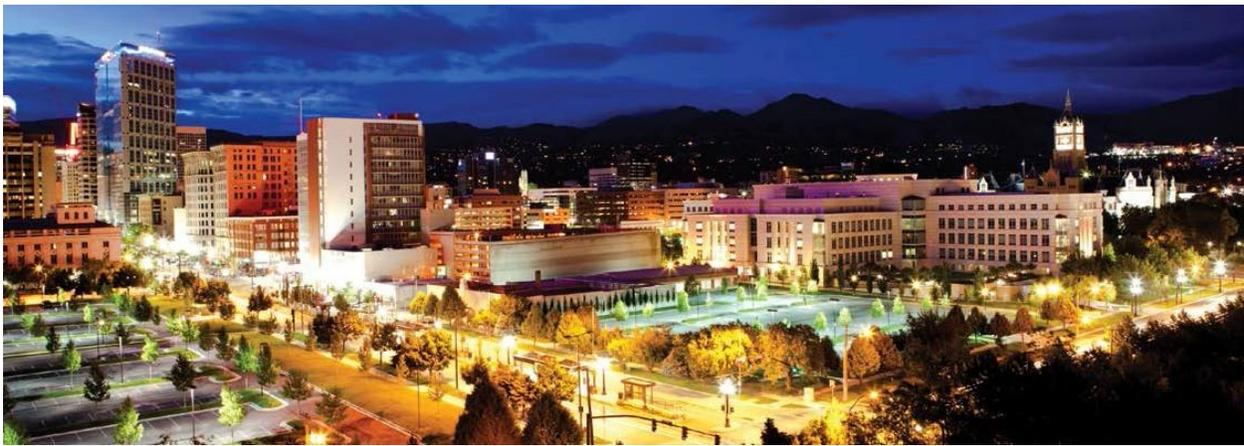
[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)

*The University of Utah is an Affirmative Action/Equal Opportunity employer. The University of Utah is committed to diversity in its workforce. Women and minorities are encouraged to apply.*

*Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities. Please contact the Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Cr., Rm 135, (801) 581-8365 (V/TDD), for further information or to request an accommodation.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including Colorado, California, New York, and North Carolina. Summit brings precision, process, and passion to its work.



## SALT LAKE CITY, UTAH

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Frequently listed by national magazines and websites among the “best places to live” due to a variety of factors including recreational options, the business environment, climate, and a low crime rate, Salt Lake City is the 50th largest metropolitan market in the United States. Recently, Salt Lake City was named one of “America’s 5 New Food Cities” by Wine Enthusiast. In 2013, Salt Lake City was among Prevention’s “Top 10 Happiest, Healthiest Cities in America.” Sitting at an elevation of 4,330 feet above sea level, the University is set on the east bench of the Salt Lake Valley. To the west stretches the entire valley, to the east the towering mountains of the Wasatch Range.

The international airport is just nine minutes from downtown, and getting around is easy on TRAX, the city’s ever expanding light rail transit system. TRAX lines now connect the campus with the airport and all sections of the Salt Lake Valley.

In addition to the diverse assortment of restaurants and bars (with culinary options running the gamut from tapas bars to nouvelle cuisine), there are two beautiful mixed-use shopping/living areas - The Gateway, just to the west of downtown, and City Creek, right in the heart of downtown. The NBA’s Utah Jazz is a downtown staple, as is the Triple-A Salt Lake Bees of baseball’s Pacific Coast League.

Utahans spend much of their time outdoors. From campus, seven world-renowned ski resorts are just 30 minutes away. Five National Parks are within a five-hour drive. Forty golf courses are strategically located throughout the valley and nearby mountains. And hundreds of miles of hiking and biking trails can be accessed just to the east of campus. For a quick getaway, the historic mining town of Park City is just a 30-minute drive from Salt Lake.



Beyond the state, Los Angeles is a 10-hour drive to the southwest, Las Vegas eight hours due south. To the north, Boise is four and a half hours, Denver eight hours to the east.

***For more information on Salt Lake City, Utah, please visit:***

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Salt Lake Chamber, <http://slchamber.com/>  
Visit Salt Lake, <http://www.visitsaltlake.com/>  
Utah.com, <http://utah.com/salt-lake-city>