

# Lewis & Clark



## Position Profile

Vice President for Admissions  
and Financial Aid

April 2019

*This search is managed in partnership with Summit Search Solutions, Inc.*

## About Lewis & Clark College

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Nestled among towering trees and trillium-lined creeks, **Lewis & Clark College** - one of the many wonders of Portland, Oregon - is located in the vibrant city that the New York Times calls “one of our national capitals of cool.”

[Lewis & Clark College](#) is a private institution with a public conscience and a residential campus with global reach. It's a place where ideas are explored and problems are solved through interdisciplinary and global perspectives; where new knowledge is generated through collaborative faculty-student research and inquiry. The institution offers an education built from the time-tested elements of careful study, original research, and spirited debate. Lewis & Clark College serves 3,200 students in three schools - the College of Arts and Sciences, the Graduate School of Education and Counseling, and the Law School. With a strong foundation in international programs, outstanding science programs, a top-ranked environmental law program, world-class undergraduate and graduate teaching, and a distinguished faculty - the institution is at a moment of great opportunity.

Established in 1867, Lewis & Clark is one of only a few liberal arts institutions with top-ranked, high-quality professional programs located in a major city. Its academic units have received top tier rankings according to U.S. News and World Report's list of America's best liberal arts colleges and law schools, and are highly regarded on a national and international level. In addition to the quality of its academic programs, Lewis & Clark is known for its teaching excellence, global engagement, environmental leadership, and a strong sense of civic responsibility. The 2017-18 academic year marked the celebration of the College's 150th anniversary. Equally important, the institution is poised for a bright future under the leadership of its energetic President, [Wim Wiewel](#).

## The Position

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Reporting to and working closely with President Wim Wiewel, the Vice President for Admissions and Financial Aid (VPAFA) will lead a strong team that is motivated, experienced, and energetic. The VPAFA is responsible for the Office of Undergraduate Admissions for the College of Arts and Sciences as well as the institutional Office of Financial Aid, which services the College of Arts and Sciences, the Graduate School of Education and Counseling, and the Law School. Serving on the President's Executive Council, the VPAFA will join a collegial, collaborative, and dedicated team of leaders.

The VPAFA is responsible for the development and implementation of innovative approaches to recruiting and enrolling first-year undergraduate domestic, transfer, and international students in collaboration with other Lewis & Clark partners, including International Students & Scholars, athletics, faculty, staff, alumni, and students. It will be important to communicate broadly the goals and successes of admissions and financial aid to engage the entire campus community. Those goals will be developed in light of Lewis & Clark's mission, financial health, and strategic plan.

The VPAFA will be tasked with meeting and exceeding undergraduate enrollment and net tuition revenue goals while balancing other institutional priorities. The VPAFA should be confident, open to change, analytical, and strategic to:

- Lead an experienced and energetic undergraduate admissions and institutional financial aid staff through transparency, support, and professional development opportunities.
- Partner closely with Public Affairs and Communications (PubCom) to enhance the College of Arts and Sciences' reputation and market position.
- Work closely to consistently update a multi-platform, multi-year marketing plan that is focused on achieving undergraduate enrollment goals and enhancing Lewis & Clark's regional, national, and international reputation.
- Manage website and social media strategy for effective undergraduate recruitment.
- Collaborate with the Chief Financial Officer to understand and support budget and revenue goals.
- Participate in admissions travel, and represent the College of Arts and Sciences at college fairs, high school visits, and interview days.
- Communicate effectively and transparently with the Board of Trustees, the President, and faculty and staff colleagues.

- Provide leadership for a financial aid philosophy and policy that supports institutional mission and priorities while supporting students.
- Enhance and make decisions regarding the enrollment management team’s use of software and strategic enrollment management consulting services, including but not limited to: Slate CRM, Colleague data system, Ruffalo Noel Levitz search platform, Human Capital Research Corporation leveraging and market data, and EAB predictive analytics.
- Serve as an active member of the Strategic Enrollment Management Steering Committee. Encourage and develop strategic initiatives to support and enhance undergraduate enrollment efforts through both the enrollment of new students and the retention of continuing ones.
- Continue to strengthen relationships with key external partners, including secondary and independent counselors, Community Based Organizations, community colleges, and international counselors/agents.

## Qualifications and Qualities:

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The Vice President for Admissions and Financial Aid must be a seasoned professional who embraces a team environment and works collaboratively, transparently, and supportively with a dedicated and capable office. The ideal candidate will be ambitious, analytical, interested in change, resourceful, and a proven leader. Below is a list of qualifications and qualities:

- At least ten years of progressively responsible and successful experience in higher education enrollment; preferably at a private liberal arts college.
- Bachelor’s degree required; advanced degree preferred.
- Strong supervisory experience and skills, with particular experience in building and motivating staff, and students.
- Understanding the value of a liberal arts education.
- Understanding of admissions and aid programs across multiple populations, including transfer and international students.
- Innovative ideas and approaches for change.
- Demonstrated commitment to diversity, equity, and inclusion.
- Ability to understand and utilize complex data and analytics to inform admissions and financial aid data systems, research strategies, and programs.
- Appreciation of NCAA Division III regulations related to financial aid and recruitment, student-athletes, coaches, and the value athletics brings to a residential campus.
- Ability and willingness to work with campus leaders, staff, and faculty.
- A sense of urgency, humor, and dedication.





## To Apply

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Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **June 2, 2019** will be given first consideration.

Please submit a PDF version of your resume, letter of interest and a separate, 1-page diversity statement upon application. The diversity statement should outline your experiences with diversity, equity, and inclusion. Those experiences can include but are not limited to, the following: lived experience as a member of an underrepresented group; experience living and meaningfully interacting with individuals with a variety of identities; and professional development or other training in diversity, equity, and inclusion. If your experiences are different from those listed and you have a commitment to diversity, equity, and inclusion, please explain how you will manifest that commitment in this position.

To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su152>

*Our applicant tracking system will be undergoing scheduled maintenance on Saturday, June 1st between 3:00 AM Eastern – 3:00 PM Eastern. This is beyond our control and we apologize for any inconvenience. Please apply outside of that window. If you have any trouble, please email or call one of the project leaders.*

All applications and nominations will be held in confidence.

### For more information or to offer recommendations or nominations:

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The College explicitly acknowledges and affirms its conviction that diversity with respect to race, ethnicity, national origin, socio-economic background, religious orientation or spirituality, physical or sensory disability, gender, and sexual orientation on the Lewis & Clark campus provides an educational benefit for all students that can be realized only if students and education professionals from diverse backgrounds are present in significant numbers within our learning community. In creating and sustaining such a community, we engage, to the extent possible, in practices that will ensure a high degree of diversity on our campus, simultaneously meeting the highest standards of academic excellence of which we are capable.



*[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.*



## Portland, Oregon

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than 2 million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls, and art galleries. Portland also has an abundance of movie theaters, new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

Art lovers can enjoy the Portland Art Museum, the Oregon Historical Society, a performing arts complex and a concert hall. For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well an American professional women's soccer team (the Thorns), and minor-league baseball and hockey teams. Outdoorsy types love Forest Park, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens, and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge, and desert.

Oregon is the second most popular state to move to with 61% inbound migration. Portland is attracting both older individuals and young people with its mix of economic growth, cutting edge urban planning and scenic landscape. (*Forbes*)

*For more information on Portland, Oregon:*

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation: <https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

On clear days, the Cascade Range volcanoes, Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.

Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.

If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of un-peopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.