



POSITION PROFILE

Associate Vice President for Admissions
(Hybrid Work Schedule – 3 days/week in office)

November 2022

In partnership with Summit Search Solutions, Inc.



National University of Health Sciences

National University of Health Sciences (NUHS) was founded in 1906 as National College of Chiropractic (NCC) and remains the nation’s premier institution for health science education.

NUHS is a leader in the growing field of integrative medicine and is respected worldwide for its success in balancing healing arts and science, combining broad-scope integrative medicine with patient-centered care. National University sets the standard in training for careers in health care and provides a dynamic atmosphere where students, faculty and clinicians of various complementary and alternative health professions work together in an integrative environment.

National University is an established champion of research, high admission standards, accreditation, and academic excellence for its professions. That’s why students from across the globe choose NUHS to pursue higher education in health care. NUHS is forging new paths within the world of health care, based on understanding and cooperation with medical professionals from all disciplines.

NUHS FIRSTS

- First among chiropractic institutions to offer hospital experience to chiropractic students
- First to push for national accreditation of chiropractic colleges
- First to publish medically indexed and peer reviewed scientific journals

NUHS has been led by **Joseph P.D. Stiefel**, President since 2013, who is committed to continuing the institution’s focus on broad-scope primary care practice for its graduates, and deepening its commitment to integrative medicine.

National University offers several programs under various colleges, including:

College of Professional Studies

- Doctor of Chiropractic
- Doctor of Naturopathic Medicine
- Doctor of Acupuncture
- Master of Acupuncture
- Master of Acupuncture with specialization in Chinese Herbal Medicine

College of Allied Health Sciences & Distance Education

Undergraduate Programs:

- Bachelor of Science in Biomedical Science
- Prerequisite Program

Post-professional & Residency Programs:

- Master of Science in Advance Clinical Practice
- Master of Science in Diagnostic Imaging
- Research Residency
- Radiology Residency

Lincoln College of Postgraduate and Continuing Education

- Continuing Education Programs and Courses

National University's mission and goals assure that its pledge to educational excellence, advancing its professions, and striving for the best possible patient health care, will continue to keep the institution strong and focused. [Click here](#) to review NUHS's Mission and Goals.

National University of Health Sciences is proud to be a leader in advocating for and obtaining certification and [accreditation](#) for chiropractic education institutions and continues this commitment to full accreditation of all of its programs.

FAST FACTS

- Two diverse campus locations, located in top U.S. healthcare markets
- A 6-to-1 Student-to-Faculty Ratio
- 100+ Internship & Preceptorships
- Three NUHS Whole Health Centers (Clinics), two with a dedicated Veterans Clinic
- 25+ Student Groups & Associations
- 23,000 patients are treated at the NUHS campus clinics annually

NUHS LOCATIONS

NUHS offers two diverse locations, both in top U.S. health care markets. The AVP of Admissions will be working within the Illinois campus community.

Illinois

National University is located on a lovely, 38-acre, tree-lined campus, and prides itself on providing a campus experience that helps students excel. The Illinois facilities include:

Gross Anatomy Lab
Anatomage Table
Biochemistry Lab
Herbal Dispensary
Botanical Garden
Whole Health Center/Clinic
Hydrotherapy Suite
Training and Assessment Center (TAC)
James F. Winterstein Library
Fitness Center



Florida

National University's DC program is offered at the University Partnership Center at [St. Petersburg College](#), near the vibrant city of Tampa, Florida. Phases one and two of the program are taught at the Caruth Health Education Center and the nearby South Annex, both located in [Pinellas Park](#).





The Position

ASSOCIATE VICE PRESIDENT FOR ADMISSIONS

Reporting to the Vice President for Business Services, the Associate Vice President for Admissions (AVP) supports the mission of the institution and is responsible for the strategic assessment, organization and building of the recruitment and admissions function at NUHS. The AVP will be charged with continuous improvement in the design and implementation of policies, processes and systems geared toward enhancing the efficiency and effectiveness of the recruiting and admissions functions. The AVP is responsible for leading and motivating this critical department to attract and admit culturally diverse, qualified students through the development of ethical and personalized recruitment strategies.

RESPONSIBILITIES:

- Provides the necessary leadership and motivation to ensure that this department displays excellence and enthusiasm in all aspects of the process of admissions and communications.
- Hires, trains, manages and evaluates admissions personnel.
- Creates effective and sustainable recruitment programs and processes while at all times acting to ensure a student-centered, team approach to the admissions process.
- In conjunction with the Admissions committee, selects for admission those candidates who meet or exceed all University standards for admission.
- Establishes statistical models to accurately predict enrollment trends and class sizes.
- Represents the University in a variety of settings, including University outreach programs as well as state, alumni and professional gatherings.
- Collaborates with marketing to develop a strategic marketing plan for NUHS and assists with determining best practice strategies related to student recruitment and enrollment, including but not limited to website enhancements, social networking, multi-media, advertising buys, and list buys for campaigns to achieve enrollment goals.
- Ensures effective recruitment plan by analyzing data, evaluating current trends and developing new strategies and/or taking corrective action when needed.
- Responsible for maintaining institutional message as given by the President to prospective students that is both consistent and accurate in its representation of the University.
- Develops and manages departmental budget for Admissions.

- Prepares and submits admissions reports on a timely basis.
- Establishes and maintains relationships with key community and educational partners such as pre-professional health advisors.
- Serves on University committees as assigned.

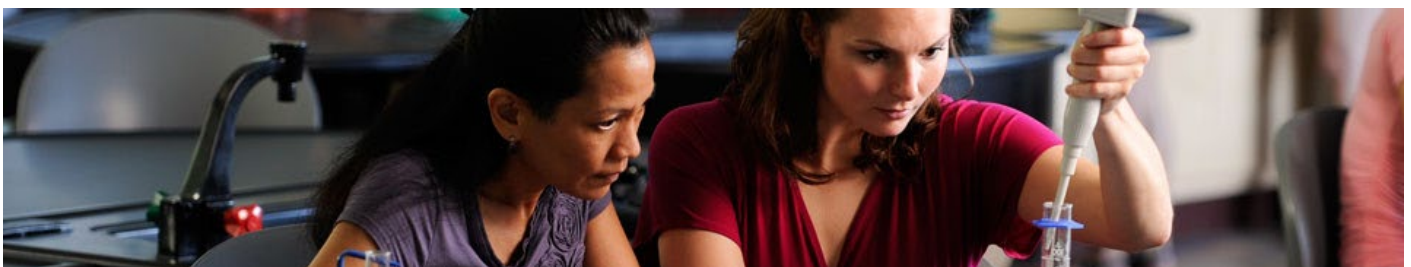
QUALIFICATIONS:

Required

- Bachelor’s degree.
- Three years experience in admissions within higher education.
- Familiarity with Admissions systems like CRM and SIS software.
- Demonstrated ability to build, lead, motivate and manage a dynamic, energetic team of professionals.
- Demonstrated excellence in writing and public speaking.
- Superb interpersonal skills and ability to work in a collaborative department.
- Computer literacy.

Preferred

- Master’s degree.
- Five years progressive experience in admissions.
- Sales Force CRM experience.
- Experience in a small tuition-dependent institution.





Procedure for Candidacy

A confidential review of applications will begin immediately and continue until the position is filled. Please submit a PDF version of your letter of application outlining your interest/suitability for this position and a resume.

Apply online at <https://theapplicantmanager.com/jobs?pos=su336>

For more information or to offer recommendations or nominations:

Kristen Farha

Senior Consultant

Summit Search Solutions, Inc.

Direct: 316-650-0069

kfarha@summitsearchsolutions.com

National University of Health Sciences is an Equal Opportunity Employer and encourages candidates from underrepresented groups to apply.

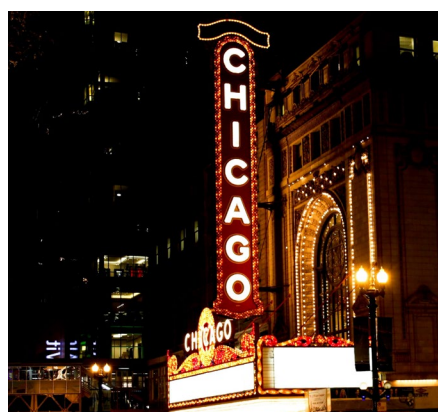


Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, New York, North Carolina, and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



About Lombard and Chicago, Illinois

Lombard. NUHS is proud to call the **Village of Lombard**, just 15 miles west of Chicago, home to its Illinois campus. Located in the heart of **DuPage** county, Lombard, the “Lilac Village” is rich with beautiful parks, historic sites and museums, a wide range of shopping, dining and entertainment choices, and easy access to commuter transportation to enjoy the cultural wealth of Chicago. Lombard's Metra commuter rail station allows for a quick trip to downtown Chicago and is just 17 miles from O’Hare International Airport. [Click here](#) for more information and to explore Lombard, Illinois.



Chicago. Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.

As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago embodies the values of America's heartland. Some popular communities to explore in Chicago include Greektown, Chinatown, Ukrainian Village, and Little Italy.

Long known for theatre, jazz and blues, and every type of ethnic food, the city is home to twenty-three Michelin-starred restaurants. [Click here](#) to learn more about Chicago.

- Chicago has one of the most inclusive LGBTQ+ communities in the nation. It was named "**City of the Year**" by *GayCities.com*.
- *Condé Nast Traveler Readers' Choice Awards 2022* ranks Chicago the “Best Big City in the U.S.” for its 6th consecutive year.
- Chicago is recognized across the United States as a passionate sports town with professional teams such as Chicago Bears, Blackhawks, Bulls, Fire, Cubs, and White Sox.

