



SMITH COLLEGE



POSITION PROFILE

**Senior Associate Director of Admission for
Diversity and Access**

April 2023



Smith College invites applications for the Senior Associate Director of Admission for Diversity and Access (hybrid/remote options possible).

Serving as one of the largest women's colleges in the country, Smith College is known for its dedication to excellence in teaching and research across the liberal arts.



ABOUT SMITH COLLEGE

Smith College is a distinguished liberal arts college committed to providing the highest quality undergraduate education for women to enable them to develop their intellects and talents and to participate effectively and fully in society.

Founded in 1871, Smith College (Smith) is among the largest women's colleges in the United States, with students from 48 states and 78 countries. An independent, nondenominational college, Smith remains strongly committed to the education of women at the undergraduate level but admits both men and women as [graduate students](#).

Smith has changed much since its founding but throughout its history there have been certain enduring constants: an uncompromising defense of academic and intellectual freedom, an attention to the relation between college education and the larger public issues of world order and human dignity, and a concern for the rights and privileges of women.

As part of the [Five College](#) consortium, today the college continues to benefit from a dynamic relationship between innovation and tradition. While Smith's basic curriculum of the humanities, arts and sciences still flourishes, the college continues to respond to the new intellectual needs of today's women — offering majors or interdepartmental programs in engineering, the study of women and gender, neuroscience, film and media studies, Middle East studies, statistical and data sciences and other emerging fields. Under their watchcare, a world-class faculty of scholars are fully engaged with students' intellectual development, and an open curriculum encourages them to explore many fields of knowledge. Mentors for scholarship, leadership and service help students observe different models of achievement so they can set their own course with conviction and confidence. To learn more about Smith College, visit <http://smith.edu>.

SMITH AT A GLANCE

Enrollment: 2,600 undergraduates; 100 graduate & special programs

Faculty: 295 professors in more than 50 academic departments and programs; Student-faculty ratio of 9:1

Courses of Study: 1,000 courses in more than 50 areas of study

International Study: Each year 40% of Smith juniors study abroad in Smith programs in Florence, Geneva, Hamburg and Paris, or in programs in Europe, Africa, Asia, Latin America and English-speaking countries in both hemispheres

Athletics: 11 varsity sports and extensive intramural and club sport programs

MISSION

Smith College educates women of promise for lives of distinction and purpose. A college of and for the world, Smith links the power of the liberal arts to excellence in research and scholarship, thereby developing engaged global citizens and leaders to address society's challenges.

VALUES

- Smith is a community dedicated to learning, teaching, scholarship, discovery, creativity and critical thought.
- Smith is committed to creating an inclusive, equitable and accessible educational community founded on the free and open exchange of ideas.
- Smith educates women to understand the complexity of human experience and world cultures through engagement with humanistic, social and scientific ideas.
- Smith creates global citizens, committed to participating in the communities in which they live and to stewarding the resources that sustain them.

LEADERSHIP



Kathleen McCartney

Smith's 11th president, Kathleen McCartney, took office in 2013 and will pass the torch to Sarah Willie-LeBreton on July 1, 2023. During Kathleen's presidency she has led a strategic planning effort that is resulting in important new academic and co-curricular programs that expand opportunities for women. She has forged partnerships with leading organizations, including the Harvard/MIT online education platform known as edX; the MassMutual Life Insurance Company, a supporter of data science initiatives; and the Posse Foundation.

A central focus of McCartney's presidency has been increasing access for every student who wants to study at Smith. In October 2021, McCartney announced that the college would eliminate loans from its undergraduate financial aid packages starting in fall 2022, replacing them with college grants. To learn more, visit <https://www.smith.edu/about-smith/presidents>.



Sarah Willie-LeBreton

Smith College selected Sarah Willie-LeBreton, currently Swarthmore's Provost and Scholar of Social Inequality and African-American Culture, as its 12th President. She will take office July 1, 2023. Her expertise in higher education, social inequality and community building aligns strongly with Smith's key priorities.

Willie-LeBreton will join Smith at a time of great momentum, when women's education has become increasingly essential for solving the problems of tomorrow.

As a sociologist who studies social inequality and race and ethnicity, Willie-LeBreton is known for her commitment to the liberal arts, strengthening community and energizing the work of equity and inclusion. At Swarthmore, she chaired the college's Diversity Task Force and the President's Task Force on Sexual Misconduct. As provost, she championed tenure lines in environmental studies as well as in peace and conflict studies, and she led colleagues on the faculty and the administration to increase tenure-track lines and leadership positions to enhance curricular and co-curricular offerings. "As Swarthmore's provost and dean of the faculty, Sarah has led with a spirit of inclusivity and compassion, excellent judgment, a deep respect for shared governance, enthusiastic support for research and teaching, and good humor," said Swarthmore College President Valerie Smith. "She is certain to bring these qualities and more to her role as president of Smith College. Her colleagues and many friends at Swarthmore will miss Sarah, but we wish her all the best on her new adventure."

In addition to holding appointments at Swarthmore, Willie-LeBreton has been a member of the faculty at Colby and Bard colleges, as well as at Pendle Hill Quaker center. She received a bachelor's degree in sociology from Haverford College and master's and doctoral degrees in sociology from Northwestern University. [Click here](#) to learn more.

ACCREDITATION

Smith College is accredited by the New England Commission of Higher Education.



SMITH'S COMMITMENT TO RACIAL JUSTICE, EQUITY & INCLUSION

Hearts. Minds. Systems. That's what the Office for Equity and Inclusion is all about. Through individual and community engagement, Smith reaches hearts. Through inclusive education and programming, Smith nourishes minds. Through institutional change and collaborations across the college, Smith realigns systems. All of this is in the service of improving and enriching the educational and work experience of everyone at Smith — students, staff and faculty.

A key pillar of Smith College's strategic plan is a commitment to advancing inclusion, diversity and equity. The plan calls for focus on complex, urgent problems facing the nation and world. These two strategic themes intersect in the ongoing work of imagining, refining and achieving racial justice at Smith. [Click here](#) to learn more about the *Toward Racial Justice* Strategic Plan.

To learn about the major initiatives toward racial justice and equity & inclusion, [click here](#).

Smith College *Toward Racial Justice* Principles

- Because Smith was not originally designed for the diverse students, staff and faculty that we have now, we are called to reflect on our past and present to build a more just and inclusive future.
- Because we believe in the humanity, worth and potential of every member of our community, we must align our systems, actions, pedagogies and traditions to uphold our belief.
- Because race is one dimension of diversity among many, we will take an intersectional approach.
- Because we recognize that our individual perspectives are limited, we will engage with our community and seek their guidance as we build a better future.
- Because transformation must be measurable, we will listen to community members and be attentive to survey data and other metrics.
- Because change will need to occur at multiple levels, we will work across individual, departmental and institutional domains.
- Because this work will take time and resources, we commit to investing human and financial resources over the long term.
- Because racism and other forms of oppression are ever-evolving, we will remain flexible and open to feedback and revision.





ABOUT ADMISSION

The Admission Team at Smith helps students to draw strength in belonging to a community that supports and encourages them to become their most powerful selves — on campus and beyond. Students join a diverse community, collaborate with faculty who really care about them, live and learn on a beautiful campus with first-rate facilities, gain opportunities for promising career paths and connect with a powerful alumnae network.

With help from academic advisors, students can choose to explore many fields of knowledge while shaping their own education in an intentional way. They can select classes from more than 1,000 courses at Smith and an additional 5,000 undergraduate courses offered by the other members of the Five College Consortium at nearby campuses — Amherst College, Hampshire College, Mount Holyoke College, and the University of Massachusetts at Amherst.

Applications to Smith are at an all-time high, up 121% since 2014. Smith received almost 10,000 applications for the Class of 2027. In a historic announcement, beginning in the fall of 2022, Smith eliminated loans from its undergraduate financial aid packages for students receiving need-based institutional grants and replaced the loan amount with grants from the college. [Click here](#) to learn more.

Smith continues its successful partnership with the [Posse Foundation](#), having just admitted its ninth cohort of Posse scholars from New York City. As of January 2023, Smith has also joined QuestBridge, a national nonprofit based in Palo Alto, California, which connects the nation's most exceptional, low-income youth with leading institutions of higher education and further life opportunities. By recruiting, developing, and motivating these students — beginning in high school through college to their early career — QuestBridge aims to help talented low-income students attend the nation's best colleges and to support them to achieve success in their respective careers and communities. "Access to education is foundational to Smith College," says Joanna May, Vice President for Enrollment at Smith. "Throughout our history, we have worked to make the benefits of a liberal arts education available to students of every background. [Our partnership with QuestBridge](#) allows us to expand access even further by attracting and recruiting more high-achieving, low-income students from across the country. We are honored to be selected as a QuestBridge partner and look forward to all we are sure to accomplish together."

Suroor Gandhi
Allahabad, India



"As a South Asian woman, I have not felt out of place at Smith; it is open and welcoming."

Lisa Utzig
Princeton, MA



"I come from a very rural area with little or no diversity. What struck me right away is that people are here from all parts of the globe. I really appreciate being part of a diverse racial, socioeconomic and cultural melting pot."

ADMISSION AND ENROLLMENT LEADERSHIP



Deanna Dixon

Dean of Admission Deanna Dixon has worked in college admission since 2006. As part of Smith College's senior leadership team, Deanna sits on the Committee on Mission and Priorities for the college and helped launch Smith's climate change initiative while serving on the Study Group for Climate Change. She is currently on the advisory board for National Partnership for Educational Access (NPEA). She was a member of the inaugural National Association for College Admission Counseling (NACAC) Ad Hoc Committee on Engaging Public High School Counselors and has served as Sister Co-Chair for the Association of Black Admission and Financial Aid Officers of the Ivy League and Sister Schools (ABAFAOILSS). She earned a bachelor's degree in biological science and Afro-American Studies from Smith College and a master's degree in business administration from The Olin School of Business at Washington University in St. Louis.



Joanna May

Joanna May is Vice President for Enrollment at Smith College. She oversees the admission and Student Financial Services offices and is responsible for all aspects of undergraduate student recruitment, selection, enrollment, and financial aid for the college. She also serves on the president's cabinet and provides institutional leadership in support of the college's priorities of maintaining excellence and expanding diversity in its student body. Prior to Smith, she served for more than a decade as Associate Dean and Director of Undergraduate Admissions at Columbia University, where she oversaw the day-to-day operation and management of the admissions office and worked on financial aid strategy and policy. Before Columbia, she worked in Undergraduate Admissions at New York University, directing admission for the Steinhardt School and the School of Social Work. She holds a bachelor's degree from the University of Delaware Honors Program in History and Political Science and a master's degree in Higher Education Administration from New York University.





THE POSITION

Senior Associate Director of Admission for Diversity and Access

The Senior Associate Director of Admission for Diversity and Access serves as the lead architect on initiatives aimed at growing the college's Black, African American, Asian American, Latina and Indigenous/Native student communities and will ensure these communities are equitably represented on campus. This position works closely with the Dean of Admission and Vice President for Enrollment to develop strategies and lead admission office efforts to increase representation of underrepresented domestic students of color on campus. This person will specifically be responsible for developing a strategic plan to ensure students of color are well-represented in each entering class and will develop recruitment travel strategies while overseeing virtual and on-campus programs to help meet that goal. Additionally, the Senior Associate Director will take appropriate actions to support a diverse workforce and participate in the college's efforts to create a respectful, inclusive, and welcoming work environment. *Candidates seeking hybrid or remote opportunities will be considered.*

ESSENTIAL FUNCTIONS:

Recruitment (30%)

- Create and implement diversity recruitment and yield programs;
- Develop and implement plans to recruit students of color, including Native/Indigenous students;
- Develop and share best DEI practices with admission staff;
- Lead the Diversity and Access Team, including team development, training and supervision and oversee the supervision of their student interns;
- Develop and maintain a network of recruitment sources that extend beyond traditional secondary schools;
- Expand and nurture the partnerships with agencies and community-based organizations that work with students of color;
- Lead on-campus and virtual information sessions and interview prospective students if needed;
- Collaborate with the Coordinator of Alumnae Volunteer Program and Transfer Coordinator to identify and attract under-represented students; and
- Plan and execute approximately six to eight weeks of travel for student recruitment, attend secondary school programs and professional development.

Admissions (25%)

- Serve on the admission senior staff and assist the dean with all operational areas and responsibilities of the admission office and office staff;
- Assume decision-making responsibilities and represent the admission office on behalf of the dean of admission in their absence;
- Advise admission senior staff on trends related to race-neutral or use of race in college admission and lead initiatives to meet the college's diversity goals in light of legal challenges to affirmative action; and
- Develop and manage strategy for admission officer for fall and spring travel to meet enrollment goals with respect to underrepresented students.

QuestBridge and College Access Programs (20%)

- Direct and lead the college's engagement with QuestBridge and college access organizations;
- Develop a team of admission officers and Slate CRM staff to support the QuestBridge program;
- Manage the admission partnership with QuestBridge;
- Manage the QuestBridge application process, application reading and selection, and admission staff training; and
- Attend QuestBridge conferences.

People Management and Program Oversight (20%)

- Manage two assistant directors and seek out opportunities for their professional development and involvement in the Smith community;
- Oversee the execution of on-campus and virtual programming targeting students of color, including the admitted student program and Women of Distinction recruitment program as well as other virtual or on-campus programming in support of diversity and access recruitment;
- Initiate relevant marketing initiatives and communication plans in cooperation with the associate director for marketing/communications with respect to the recruitment and yield of students of color who are US citizens, undocumented or permanent residents of the United States;
- Coordinate relevant efforts across the college regarding the enrollment of students of color;
- Collaborate with college staff, faculty and students on efforts to increase visibility among students of color; and
- Partner with campus colleagues to support the work of diversity, equity, inclusion and anti-racism.

Reading and Selection (5%)

- Read applications and evaluate the admissibility of candidates for admission to the college; and
- Mentor others and advise on reading strategy and selection qualifications as needed as part of admission senior staff.

QUALIFICATIONS:

- Bachelor's Degree required; master's degree preferred.
- Minimum of 5 years college admission or related experience with progressively increasing responsibility.
- Knowledge and proficiency of best practices related to equity, diversity and inclusion, including knowledge of effective recruitment strategies in higher education.
- Experience working with individuals from diverse backgrounds.
- Strong staff management and collaboration skills.
- Supervisory or management experience with the ability to train and mentor staff, and deliver constructive feedback.
- Excellent project and event planning skills.
- Proven ability to analyze data to make data informed decisions.
- Excellent interpersonal, public speaking and communication skills.
- Ability to work effectively across constituencies, including faculty, alums, students, parents, school counselors, and college administrators.
- Ability to work in a fast-paced office environment balancing multiple priorities and meeting deadlines.
- Ability to be flexible and adapt to changing situations and circumstances.



TO APPLY

Confidential review of applications will begin immediately and will continue until the position is filled; parties are encouraged to apply by **June 5, 2023**. Please submit a PDF version of your resume and a cover letter explaining your interest in and suitability for this position.

To apply online, go to <https://theapplicantmanager.com/jobs?pos=su359>

For more information or to offer recommendations or nominations:

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Smith College is an equal-opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Please review the [EEO Policy Statement](#). If you'd like more information on your EEO rights under the law, you can review the details on the [EEO is the Law poster](#), as well as the supplemental [EEO is the Law document](#). The successful candidate must have a driver's license and the ability to obtain a U.S. passport and must be immunized against COVID-19 on or before their first day of employment. Proof of vaccination status will be required. Individuals may seek medical or religious exemption with HR but must do so prior to their arrival.

Smith College is an EO/AA/Vet/Disability Employer. Women, underrepresented racial groups, veterans, and individuals with disabilities are encouraged to apply.





To learn more about Northampton and its surrounding area, visit:

[Visit Northampton](#)

[Visit Hampshire County](#)

[Springfield Chamber of Commerce](#)

ABOUT NORTHAMPTON, MA

It is no surprise that the *Boston Globe* reported, “This small city offers more restaurants and shops, certainly more galleries, theaters and performance venues than most urban centers dozens of times its size. Add two rivers, mountain views, landscaped parks and meadow walks, and you begin to see why people call it paradise.”

Not far from the wrought-iron gates of Smith College are the busy sidewalk cafés, shops and eateries of Northampton, also known as Paradise City. It is a picture-perfect college town set within the mountains of the Pioneer Valley in western Massachusetts. Northampton, a suburb of Springfield, is a lively town of 30,000 residents and combines small-town ambiance with big-city offerings.

With its clubs, galleries, shops, and great food and coffee, Northampton provides perfect places for gathering. Entertainment is close by at one of several downtown clubs or you can catch a show at the Calvin Theatre. You can browse through the town’s many craft and fine art galleries or stop to listen as street musicians deliver their sidewalk music. There are bookstores galore. And shoppers enjoy Thornes Marketplace, a 100-year-old department store which has morphed into a three-story indoor shopping arcade with a variety of boutiques.

With walkable streets and access to public transportation, more and more people are deciding to call Northampton home.

- More affordable than nearby urban centers such as Boston and New York.
- Known for its bohemian feel and vibrant LGBTQ+ community.
- Features numerous family-friendly parks that feature trails, playgrounds, and dog parks.
- Listed as a choice community in 2021’s “Best Places to Live in Massachusetts” by *Livability*.