



Vice President of Admissions

Mercy College invites nominations and applications for the position of Vice President of Admissions (VPA). The College seeks a forward thinking and bold leader to embrace enthusiastically its mission and history to provide educational access for traditional and non-traditional students. These include students who may be demographically underrepresented in higher education, many with high financial need, and/or are first generation college students.

Mercy College is a thriving independent, comprehensive, and student-centered institution located alongside the Hudson River in Dobbs Ferry, New York, with additional campuses located in the Bronx, Manhattan, Yorktown Heights and a substantial online learning community. The College has a diverse student population of more than 9,500 studying in 90 undergraduate, and graduate programs.

Mercy's curriculum offering is enriched by the integrated resources of five academic schools: Business, Education, Health and Natural Sciences, Liberal Arts, and Social and Behavioral Sciences. Members of Faculty across the five schools are Fulbright scholars and well published authors with national and international expertise in their field of study.

The Position: Reporting to the President, the VPA will serve as the chief enrollment officer, providing leadership in all aspects of the admissions, marketing, and recruitment efforts to support the College's mission and meet its strategic goals. This position is responsible for overseeing the admissions process for undergraduate, graduate, military, transfer, adult, and international students. The VPA will develop and implement strategies, policies, and procedures regarding the admissions process, lead and develop a high-quality and motivated admissions team, develop essential external and internal relationships, and be knowledgeable of changing demographics and a competitive geographic market. The VPA will plan, direct, and manage the work activities of professional employees using principles of shared governance and decision-making, and routinely provide executive-level presentations to community partners, within the broader college community and at meetings with the members of the board of trustees. As a member of the President's leadership team, the VPA will collaborate with colleagues to enhance and encourage student recruitment, retention, and career outcomes.

Qualifications: A bachelor's degree is required for this position while an advanced degree is strongly preferred. The selected candidate should have demonstrated leadership and management experience and evidence of progressive levels of relevant responsibility in higher education admissions or related field. Working knowledge of all aspects of the admissions process must be evident. The knowledge, skills, and abilities to successfully perform the duties of this engaging position should include the following: strong public speaking and interpersonal communication skills; successful supervisory experience; strong analytical and problem-solving skills; an

inclusive leadership style; prudent budget management; and a commitment to promoting diversity. The next VPA should be someone who can think creatively and strategically to proactively keep the College ahead of the changing dynamics in higher education admission and recruitment. The successful candidate will also need to have a working knowledge of the entire student life-cycle and be able to work collaboratively with the other members of the senior leadership team to ensure a positive and supportive student experience. Ability to interact effectively and represent the institution professionally with a variety of on- and off-campus constituents is important as well as demonstrated participation in national and/or state admissions and/or enrollment organizations. Experience working in a collective bargaining environment is preferred.

For full consideration, interested parties are encouraged to submit a letter of interest and CV/resume as soon as possible. Review of candidates will begin immediately and continue until the position is filled. All nominations, applications, inquiries, and requests for the full position profile should be sent in confidence to:

Steve Leo, Partner
Brian Bustin, Associate
Storbeck/Pimentel & Associates, LP
MercyAdmissions@storbecksearch.com
484-263-5534

*For more information on Mercy College and its programs, please visit www.mercy.edu
Mercy College is an AA/EEO/ADA employer.*