



Dean of Undergraduate Admission

**The Catholic University of America
Washington, D.C.**

[The Catholic University of America](#) was founded in 1887 by the U.S. Catholic bishops and is the national university of the Church in the United States. It is the only American university established by papal charter, and the only American university with ecclesiastical faculties granting canonical degrees in three disciplines - theology, philosophy, and canon law. Today the University is home to 12 schools and 32 research facilities, as well as 3,100 undergraduate and 2,300 graduate students from across the United States and around the world. The Catholic University of America is located in the heart of Washington, D.C., a short distance from Capitol Hill, the Library of Congress, and the National Mall.

The Position

The Catholic University of America seeks an experienced enrollment professional to fill the position of Dean of Undergraduate Admission. Reporting to the Vice President for Enrollment Management, the Dean will serve as the chief undergraduate admission officer for the University and is a highly visible member of the campus community. The Dean of Undergraduate Admission will be expected to have a rich professional understanding of strategic enrollment management best practices and a high level of initiative and motivation to achieve enrollment goals. In collaboration with administration, faculty, and staff, the Dean will lead efforts to achieve the University's enrollment goals at the undergraduate level and articulate the values of a uniquely Catholic education at a university located in the nation's capital, Washington D.C. The Dean will develop strategies to identify and enroll academically talented students from across the nation who value the integration of reason, faith, and service as key components of their educational experience.

Responsibilities and Priorities

The expectations for the Dean of Admission require that the successful candidate possess the ability and experience to accomplish the following responsibilities and priorities in these key areas:

- Provide a leadership role for the University in the areas of first-year, transfer, and international student admission.
- Assist the Vice President for Enrollment Management in implementing a comprehensive marketing and recruitment plan in line with the mission of CatholicU to meet the domestic and international enrollment goals of the University.
- Assess research data, and think creatively and strategically in the deployment of recruitment resources while anticipating new trends within the enrollment management field.
- Mentor and supervise a staff that works together to promote the academic, social, and spiritual benefits of attending CatholicU to a national audience of high school students, their parents, and high school counselors; and further develop a professional development program to strengthen staff retention.
- Work with the campus community to further develop strategies supporting diversity on campus and identifying barriers underrepresented students must navigate in the enrollment process.
- Oversee the admission and scholarship review process for all first-year and transfer applications.
- Interpret and apply existing admission policies and procedures, as well as create new policies and procedures for the undergraduate admissions process that are effective, efficient, and maintain high levels of customer service.
- Travel for the purposes of recruitment, professional conferences, and high school workshops on college admission.
- Interview and counsel prospective students and maintain regular contact with prospects.
- Collaborate with the Vice President and the Executive Director of Student Financial Assistance in development of need-based strategies and communications plans for admitted students.
- Build professional relationships with high school and independent counselors in the context of discussing high school and student profiles, as well as the benefits of an education at Catholic University.
- Promote Catholic University to prospective students and their families, highlighting academic, social, and spiritual opportunities; and discuss application process and financial aid options.

- Collaborate with athletic coaches and administrators; possess an awareness of the role athletics plays in the admission, recruitment, and retention process.
- Further develop relationships with current Catholic University constituents such as tour guides, work study students, volunteers for on campus events, and alumni volunteers in order to enhance the recruitment process.
- Collaborate with other areas within the Division of Enrollment Management (student financial assistance and enrollment services) on the university's strategic enrollment objectives.
- Collaborate with the Division of University Communications on all recruitment marketing collateral, including print, photography, videography, digital communications, and advertising.
- Plan strategically and analyze effectively with data driven decision making.
- Support the mission and vision of The Catholic University of America.

Qualifications, Abilities and Characteristics

The Dean should have a proven record of success in achieving enrollment goals as well as exceptional analytical, organizational, and communication skills. Candidates for this position should possess 7-10 years of progressive management and leadership experience in higher education admission with at least three years of supervisory experience managing direct reports. A Bachelor's Degree is required (a master's degree is preferred). In addition, the Dean of Undergraduate Admission should exhibit the following personal and professional qualities and characteristics:

- Knowledge of enrollment management theory, current trends and practices especially within the Catholic higher education landscape, as well as the capacity to understand the complex issues facing all of higher education.
- A broad understanding of strategic marketing; the ability to use modern techniques to communicate with prospective students and experience using digital social media strategies to increase enrollment.
- Demonstrated capacity to hire, mentor, supervise and evaluate a talented and motivated team.
- Commitment to the value of diversity and the mission of a national, urban, Catholic research university.
- In-depth knowledge of student information and customer relationship management systems (experience with PeopleSoft and/or TargetX is preferred)
- The ability to manage multiple projects within a complex organization.
- Effective communications skills, both verbal and written, and a dedication to strong customer service.
- Open and collaborative leadership style that builds trust and strong relationships.

- Experience in and a demonstrated commitment to working with diverse student populations and/or in a culturally diverse work and educational environment.

The Catholic University of America

The Catholic University of America serves as the one and only national university of the Catholic Church in the United States. Founded in 1887 as a papally-chartered graduate and research center, the University began offering undergraduate education in 1904. Catholic University consists of ten schools that award both undergraduate and advanced degrees: Architecture and planning, arts and sciences, business, engineering, performing and fine arts, nursing, philosophy, professional studies, social work, and theology and religious studies. In addition, advanced degrees are also awarded in the School of Canon Law and the Columbus School of Law. Approximately 3,100 undergraduates combine a base curriculum in the liberal arts with more in-depth courses from their major fields of study. Undergraduate students in all majors can find semester, year-long or summer-only opportunities for study on five continents and at The Rome Center of The Catholic University of America.

The University also serves approximately 2,300 students seeking advanced degrees, including canonical degrees in canon law, philosophy, and theology. Theological College, the University seminary, prepares men for the priesthood who come from many dioceses of the United States.

Many first-time visitors to campus are captivated by the University's expansive campus with 176 tree-lined, rolling acres, which contains 48 major buildings and residence halls, with more than 2,000 students living on campus. The campus is the largest and greenest of any college or university in Washington, D.C., and the skyline is dominated by the adjacent majestic Basilica of the National Shrine of the Immaculate Conception, the largest Roman Catholic church in North America.

Students have numerous opportunities for participation. There are over 90 clubs and organizations that thrive on campus. The Office of Campus Ministry offers numerous opportunities for faith development as well as community service and social justice education in the Washington, D.C. area, in the greater United States, and abroad. As one of the nation's premier Division III athletic institutions, the Catholic University Cardinals attract student-athletes who make academics a top priority and value the opportunity to enrich that experience by competing in 25 intercollegiate and numerous club-level sports.

To learn more about the University, go to <https://www.catholic.edu/index.html>.

The Catholic University of America Mission Statement

As the national university of the Catholic Church in the United States, founded and sponsored by the bishops of the country with the approval of the Holy See, The Catholic University of America is committed to being a comprehensive Catholic and American institution of higher learning, faithful to the teachings of Jesus Christ as handed on by the Church.

Dedicated to advancing the dialogue between faith and reason, The Catholic University of America seeks to discover and impart the truth through excellence in teaching and research, all in service to the Church, the nation and the world.

Location

Catholic University is located in both a powerful and historic city, and surrounded by lush, green landscapes and cherry blossoms. Situated just three miles north of Capitol Hill in the heart of the Brookland neighborhood, Catholic University's campus, the largest in Washington, D.C., provides a residential oasis for Catholic's students, all looking for a distinctive educational experience rooted in a deeper meaning.

Between the Brookland and Edgewood neighborhoods that surround Catholic University, families can find a wealth of activities, from live music to nearby historic Bunker Hill Park, to educational and social opportunities. Stepping beyond Brookland and into the heart of Washington D.C., students and employees will find access to the nation's capital as a learning laboratory, a world-class cultural center, and the heart of the nation's political life. Washington, D.C., is a city of politics, parades, festivals, museums, professional sports, theatres, concerts, shopping, parks, restaurants, monuments, waterways, and trendy neighborhoods. Catholic University's own Metro stop makes it easy to get around the city and connect to everything that Washington D.C. has to offer. It is only three stops away from Union Station, offering commuting services to surrounding states as well as full Amtrak transit services.

To Apply

Applications, nominations, and inquiries for the position of Dean of Admission should be directed to [Napier Executive Search](#). To arrange for a confidential conversation, please contact Laura Robinson (laura.robinson@napiersearch.com) or Mary Napier (mary.napier@napiersearch.com). An application must include a detailed letter of interest, an up-to-date resume, and contact information for three professional references. Submit all

application materials by email to: catholic@napiersearch.com for assurance of full consideration. Applications will be reviewed until the position is filled. Applications will be reviewed upon receipt until the position is filled. All applications and nominations will be considered confidential and notice will be given prior to contacting references.

The Catholic University of America does not discriminate on the basis of sex in any educational or employment programs or activities in which it participates.

All applicants must be supportive of [the mission](#) of The Catholic University of America.

