



Vice President for Enrollment Management

Bradley University, is seeking applications and nominations for the newly created position of Vice President for Enrollment Management. Founded in 1897, Bradley University is a distinctive, medium-size comprehensive, private institution of higher learning. The University is located on an 85-acre campus in Peoria, the largest metropolitan area in central Illinois. With approximately 5,000 undergraduates and 800 graduate students, Bradley offers the opportunities and choices of a larger university (with over 130 programs in five colleges, including the traditional liberal arts and sciences as well as programs in communications, business, engineering, education and the health sciences plus a graduate school) and the quality, personal attention and challenge of small private college. Bradley is rich in tradition and full of promise to become one of the nation's best comprehensive universities, for additional information about the University visit www.bradley.edu

Reporting to the President and with the full support of the President and Cabinet as well as the Board of Trustees, the new Vice President for Enrollment Management will be the chief enrollment officer at the University. He or she will provide leadership, direction and supervision for undergraduate admissions and financial assistance. The Vice President will be responsible for providing vision, strategic direction, and a comprehensive plan for ensuring the recruitment of high-quality, motivated students who have the greatest potential for thriving and succeeding at Bradley University. The University is poised to compete favorably as a nationally-known private, comprehensive University and seeks a leader who has the knowledge, motivation, and resourcefulness to help lead the effort to achieve a national reputation.

The successful candidate will be a hands-on leader and a high energy strategic thinker. He or she will be fully knowledgeable of the daily operations of the areas within enrollment management, but with a proven track record of success in providing to staff the institutional perspective and broader view of the work of enrollment management. The successful candidate will be a competent mentor of staff, a strong and compassionate leader, and a person with superb communication skills with constituents at all levels of an institution. The person must have depth and strength in the areas of assessment and data collection, and must demonstrate ability as a data-driven decision maker.

The new Vice President will have a minimum of five years of progressively responsible positions in one or more of the areas of Enrollment Management, and will have a record of success in meeting institutional enrollment goals. He or she must demonstrate depth

understanding of student market trends, demographics, prospect development and related issues. Also required is a thorough knowledge of computer and web technology as it relates to enrollment management. Experience working with diverse populations and effectiveness in developing marketing plans that will ensure an entering class that reflects the characteristics that are consistent with enrollment goals are also factors leading to a successful candidacy. A master's degree is required; a Ph. D. or other terminal degree is preferred

Interested individuals should send a letter describing their interest in and qualifications for the position, a resume and contact information including mailing and email addresses for five references. The packet should be sent electronically (Microsoft Word attachments preferred) to Bradley@wspelman.com. The subject line in email should be **VPENBradley**. Confidential inquiries will be received at 585.787.9742.

Documents that must be mailed should be sent to William Spelman Executive Search at 667 Midship Circle, Webster, NY 14580. All applications and inquiries are confidential, and all reasonable efforts will be made to maintain confidentiality for those candidates who proceed to on-campus interviews. To ensure full consideration, all materials must be submitted by November 16, 2009. The process will begin immediately and will continue until the position is filled. The anticipated start date is June 1, 2010.

Bradley University is and Equal Opportunity, Affirmative Action Employer. The administration, faculty and staff are committed to attracting qualified candidates from underrepresented groups.