ASSISTANT DEAN OF ADMISSION, COORDINATOR OF STUDENT-ATHLETE RECRUITEMENT

Office of Admission

POSITION SUMMARY

The Assistant Dean of Admission, Coordinator of Student Athlete Recruitment will report to the Vice President of Enrollment. The position involves a high level of judgment and autonomy and combines a working knowledge of enrollment practices, policies, and procedures in Division III college athletics with strategic enrollment expertise at a selective, private liberal arts college.

The incumbent will help coordinate athletics’ contributions to the college’s enrollment goals. Working closely with the Offices of Marketing & Communications and Athletics, the incumbent will develop a robust, multilayered recruitment plan for student-athletes.

Occidental College is a Division III institution that participates in the Southern California Intercollegiate Athletic Conference (SCIAC) made up of 9 colleges and universities. Approximately 25% of Occidental students participate in a varsity sport. When including club and intramural sports, up to 45% of the student body is involved in athletics. Occidental maintains a longstanding commitment to access and equity and as a result our current student body is 46% domestic students of color and 16% first-generation college students. Our financial aid policies meet 100% of the demonstrated need of our students. The Office of Admission seeks a colleague who will identify innovative ways to help us build upon this strong foundation and work towards building a more anti-racist admission process for our prospective students with a specific focus towards a diverse student athlete pool. Our expectation is that the successful candidate will excel at working in a community that is broadly diverse with regard to race, ethnicity, socioeconomic status, gender, nationality, sexual orientation, and religion.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Coordinate the development and implementation of a data-driven, strategic student-athlete recruitment plan across 20 varsity teams as well as club programs
- Conduct research, prepare reports, and analyze data related to student-athlete recruitment
Generate and deliver evidence-based recommendations of best recruiting practices to the Vice President of Enrollment, Director of Athletics, and coaches

Work with Institutional Research to develop and administer questionnaires and surveys of student-athletes to identify effective recruitment tactics and student satisfaction

Develop a thorough understanding of the college’s admission and financial aid process

Participate in admission recruitment travel, conduct information sessions, represent the College at on and off campus events, and evaluate applications

Collaborate with Communications/Marketing in creating consistent, compelling messaging for use by coaches in recruiting

Strategically streamline departmental resources toward recruitment initiatives

Create and manage business intelligence, data policies, procedures and standards, including the tracking of recruiting progress of relevant metrics through weekly updates with coaches

Oversee a customized approach to prospective student athlete and parent visits, including class visits, faculty meetings, career center meetings and other administrative meetings as needed

Serve as a conduit for student-athlete information at admission events (open houses, admitted student receptions, etc.)

Engage Academic and Student Affairs offices to promote the retention and graduation of student-athletes

Regularly inform the Vice President of Enrollment and Director of Athletics of the recruitment status of all 20 varsity programs and club sport programs

Participate in continuing in-service training related to athletic, admission, and financial aid information

Perform other duties as assigned or requested

QUALIFICATIONS

Minimum:

- Bachelor’s degree or the equivalent in education and experience,
- A strong commitment to the Student-Athlete concept and a working knowledge of NCAA rules and regulations is required
- Familiarity with CRM software, preferably Technolutions Slate and Front Rush
- Committed to the values of a liberal arts education
- Strong attention to detail and a commitment to delivering
- Must be organized, take initiative, and utilize strong time management skills

Preferred:

- Experience either as an athletic liaison to a selective college admission office, or directly within admission
- Proven ability to thrive in a fast-paced environment
- Ability to travel in and out of state
- Strong positive communication and interpersonal skills with all levels
- Excellent oral and written communication skills
- Ability to excel as a member of a diverse community
- Some evening and weekend work, with optional remote working from home days throughout the year

Rev. 11/4/2021
APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to admission@oxy.edu and resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

ABOUT OCCIDENTAL COLLEGE

Founded in 1887, Occidental is a nationally recognized, private college of the liberal arts and sciences, dedicated to providing a gifted and diverse group of students with a total educational experience of the highest quality -- one that prepares them for leadership in an increasingly complex, interdependent and pluralistic world.

What makes Occidental special? An intellectually rigorous academic environment. Small classroom settings where students collaborate with professors and their peers while pursuing or discovering their passion. A beautiful residential campus that offers students hands-on engagement with the cultural and intellectual resources of Los Angeles. A community open to stimulating conversation and divergent points of view. Some 2,100 students from 46 states and 28 countries choose from 41 majors and minors and participate in one the country’s top undergraduate research programs. Oxy students routinely win top awards and fellowships; its first Rhodes Scholar was named in 1907. Dedicated to excellence and equity, Occidental also is one of the country’s...
most economically diverse campuses, according to the New York Times. Some 74 percent of Oxy students receive some form of financial aid; 20 percent are Pell Grant recipients; and 19 percent are the first in their family to attend college.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.