Reporting to a senior member of the admission team, the Associate Dean will be a critical member of the admission team, coordinating the College’s efforts to identify, recruit, evaluate, and enroll first-year and transfer students who study at institutions located outside of the United States.

Occidental’s location in Los Angeles attracts an unusually diverse, multinational, and multicultural student body. 45% of Occidental students were either themselves born outside of the United States or have at least one parent who was born outside of the United States. Roughly 15-20% of Occidental students have spent a portion of their education outside of the United States prior to matriculation. Occidental has historically enrolled 8-10% of first-year students directly from high schools outside of the United States. Including dual citizens, some 15-18% of Occidental students hold passports to other countries. 6-9% of Occidental students are non-resident aliens.

The associate dean will be an integral member of the team of admission officers who visit high schools around the United States and the world (both in-person and virtually) for information sessions, college fairs, workshops and other programming. The associate dean will also serve in the rotation of admission officers responsible for hosting visitors for on-campus information sessions and other presentations. The associate dean will be involved in building and maintaining relationships with admission constituents, including parents, school-based counselors, independent counselors, and community-based organizations. While the primary function of this position will be working with prospective international students, the associate dean will also manage some domestic territories. The associate dean will coordinate with colleagues in appropriate departments, such as the International Programs Office, to direct college-wide international initiatives in the recruitment and support of international students. Other duties will be assigned based on the needs of the office and the skills of the hire.

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 all domestic 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 antiracist admission process for our prospective students. 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**

- Manage assigned geographic territories, including recruitment travel abroad and within the United States. This role will have a particular focus on Asia, but will coordinate the global recruitment of all applicants outside of the United States in consultation with senior admission staff.
- Maintain relationships with school-based counselors and applicants at high schools within the assigned geographic territories in order to assess invitations for college fairs and information sessions, and to build a schedule of campus visits within these regions.
- Read and evaluate first-year and transfer applications from within their assigned admission territories.
- Serve in the rotation of the admission officer (AO) of the day in order to present information sessions and answer the questions of prospective students visiting campus for tours, emailing with questions, or calling the Office of Admission to speak with an admission counselor.
- Utilize technology and our admission database to identify and monitor admission pipelines for target audiences, facilitate communication, and compile reports as it relates to populations of international populations at Occidental.
- Serve as one of the Student & Exchange Visitor Program (SEVP) Designated School Officials (DSO) for the College.
- Serve as the primary contact with external vendors and organizations that support the recruitment and enrollment of international students.
- Maintain active membership and engage directly with international college counseling organizations such as IACAC and CIS.

**QUALIFICATIONS**

This position requires strategic thinking, cultural competency, confidence in public speaking, strong written communication skills, attention to detail, and organizational abilities. Candidates should demonstrate enthusiasm for interacting with students and families from a wide range of backgrounds, strong interpersonal skills, a collaborative approach to decision-making as well as the ability to work autonomously, and a commitment to customer service. Further, this position will require a growth mindset, comfort in facilitating conversations on race, gender, and socioeconomic status and the ability to manage up. Upholding institutional confidentiality is expected. Experience in an academic setting with an understanding of a residential liberal arts education will be valued in the selection process. Experience with the following is preferred: Technolutions Slate, English language proficiency exams and interview platforms, internationally-based curricula (e.g. non-U.S. national curricula, A-levels, IGCSE, and IB), SEVIS, and international organizations such as International ACAC and CIS. Bachelor’s degree, a valid driver’s license, and a valid passport are required.
APPLICATION INSTRUCTIONS

Qualified candidates are encouraged to submit a cover letter and resume (in Word or PDF format) to resumes@oxy.edu. Priority consideration will be given to materials received by May 1, 2022. Preferred start date is July 5, 2022.

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/humanresources/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.