University of Puget Sound is a 2,600-student, national undergraduate liberal arts college in Tacoma, Washington, drawing students from 47 states and 12 countries. Puget Sound graduates include Rhodes and Fulbright scholars, notables in the arts and culture, entrepreneurs and elected officials, and leaders in business and finance locally and throughout the world. A low student-faculty ratio provides Puget Sound students with personal attention from faculty members who have a strong commitment to teaching and offer 1,200 courses each year in more than 50 areas of study.

Named one of only 40 schools included in *Colleges That Change Lives* (2012) and one of the "Top 20 Most Entrepreneurial Colleges" in the country by Forbes magazine (2015), Puget Sound is the only independent national undergraduate liberal arts college in Western Washington.

Puget Sound seeks applications and nominations for the Associate Vice President for Admission position. Reporting to the Vice President for Enrollment and partnering closely with the Associate Vice President for Student Financial Services, this individual serve as a collaborative and innovative member of the Vice President’s leadership team.

**The Position:**
The Associate Vice President for Admission provides leadership, oversight, and management of the Office of Admission in the following ways:

- Create data-driven strategies and facilitate the undergraduate admission office’s effort to recruit, select, yield and enroll an academically talented and diverse student body that meets institutional target goals;
- Oversee the first year, transfer and international student review and recruitment processes for admission candidates; set standards and protocol for holistic application review and provide training to staff members on file reading parameters;
- Utilize data to forecast trends in higher education; research and share current trends with undergraduate admission staff;
• Regularly monitor and evaluate the success of recruitment efforts in terms of application development and matriculation; continually seek to improve return on investment of recruitment efforts;
• Collaborate with the Vice President for Enrollment and AVP for Student Financial Services to develop strategic approaches for allocating institutional financial aid;
• Supervise daily work functions of direct reports with responsibility for operations, marketing, campus visits, technology, and recruitment; manage undergraduate admission team responsible for critical office functions including communications, multicultural student recruitment, international student recruitment, travel coordination, on-campus visit programs, data processing and management, and alumni engagement; conduct performance reviews and proactively manage challenges;
• Build strong relationships with other senior leaders of the University, particularly those involved in the recruitment of new students; collaborate with internal and external colleagues; and
• Participate in recruitment-related travel; represent the institution and the Admission Office at various events, professional associations, and with high school counselors/other audiences.

Qualifications and Desired Characteristics
The successful individual will strengthen a healthy admission environment by providing refinement, structure and enhancement of existing systems and processes. Excellent oral, written, interpersonal and problem-solving skills are essential, as well as energy, a sense of diplomacy, and an innovative spirit. The ability to articulate thoughts and communicate effectively with various audiences is critical.

S/he must demonstrate an ability to lead in a team environment. Proven supervisory effectiveness is expected; candidates must exhibit strong management and leadership skills and the ability to consistently lead a team with diverse backgrounds, experience and personalities.

Five to seven years of progressive management and leadership experience in college admission, including several years’ experience of staff management is desired. A bachelor’s degree is required; an advanced degree is preferred.

A current understanding and command of technology tools and resources in enrollment is a must. Experience with PeopleSoft would be beneficial. The selected candidate should be confident enough to offer new and differing perspectives, as well as the willingness to implement new ideas.
Finally, the ideal candidate will value and endorse the following Core Values, which represent the community’s belief in the transformational power of a liberal arts education, where students come first and learning and holistic development is an absolute priority:

- **Self-Expression:** We are committed to articulate and creative self-expression as a means to achieving personal independence and making a difference in the world.
- **Collegiality:** We genuinely respect each other and collaborate with honesty, integrity, and openness for the common good.
- **Courage:** We practice civil discourse and deliberation, and have the courage to address difficult questions with innovative thinking.
- **Passion:** We are passionate about our work and seek to instill in our students a commitment to intellectual curiosity and productive lives.
- **Diversity:** We seek diversity of identity, thought, perspective, and background in our students, faculty, and staff.
- **Leadership:** We prepare our students to be thoughtful and active citizens and leaders, and support opportunities for the professional development of our faculty and staff.
- **Stewardship:** We are responsible stewards of our talents, resources, and traditions.
- **Environment:** The University and the wider community sustain each other. We value our Northwest location and the unique confluence of urban, cultural, and natural attributes that enrich our learning community.

**Tacoma, Washington:**
Set in one of the most exciting and beautiful areas of the United States, the University of Puget Sound is nestled in a vibrant historic neighborhood adjacent to a vital urban center in the entrepreneurial business corridor that runs from Vancouver, British Columbia, to Portland, Oregon. Our Pacific Northwest setting is also home to an astonishing variety of wilderness regions and recreational opportunities, from Tacoma's magnificent Pt. Defiance to Pacific Ocean beaches and the magnificent Mount Rainier.

Named one of the country's most livable cities and as "America's #1 Wired City," Tacoma is at the forefront of technological innovation while also offering a symphony orchestra, opera, and art museums; a busy international seaport; and a nationally acclaimed zoo and aquarium. Seattle, located just 30 minutes north, offers additional arts, amenities and opportunities; professional sports teams; and an extension of our culturally diverse community.

**To apply, nominate or inquire:**

Napier Executive Search is assisting the University of Puget Sound in their search for the Associate Vice President of Admission. For more information or to nominate someone for this position, contact Mary Napier at mary.napier@napiersearch.com or Laura Robinson at laura.robinson@napiersearch.com for a confidential conversation. Interested candidates should submit a current résumé along with a cover letter that directly expresses interest in the position.
and in the University of Puget Sound, as well as sharing qualifications for the position. Materials should be forwarded electronically to UPS@napiersearch.com on or before May 30. Candidates should also provide the names and contact information for at least three professional references. References will not be contacted without permission. The preferred start date is August 1, 2016.