



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

**Position Announcement**  
Director of Undergraduate Recruitment  
& Student Engagement  
College of Food, Agricultural, and Environmental Sciences  
The Ohio State University

The College of Food, Agricultural, and Environmental Sciences (CFAES) at The Ohio State University invites applications for the position of Director of Undergraduate Recruitment & Student Engagement. The college seeks an innovative, experienced leader who has a demonstrated record of excellence in student recruitment, prospective student services, enrollment management, and First Year Experience (FYE). The successful candidate must have strong written and oral communication skills and a demonstrated commitment to building diversity, community and inclusion.

**Overview:**

Reporting to the Associate Dean and Director of Academic Programs in the College of Food, Agricultural, and Environmental Sciences (CFAES), the Director of Student Recruitment & Student Engagement serves as the primary point of contact to the university's Undergraduate Admissions and First Year Experience (UAFYE) office. This position is responsible for developing and implementing undergraduate recruitment strategies college-wide; providing strategic and visionary leadership for undergraduate recruitment in CFAES (including transfer student recruitment); developing strategic enrollment plans to drive future CFAES recruitment initiatives; acting as the primary point of contact for all undergraduate admission information and admission decisions college-wide; and providing vision for and implementation of short and long-term outreach and recruitment programs to support all college-level, CFAES academic unit level, and university enrollment and retention goals.

**Specific Responsibilities:**

In addition, this position is responsible for expanding student services, enhancing connections with two-year institutions and regional campuses, strengthening CFAES FYE, and creating seamless transitions for students; overseeing day-to-day operation of Prospective Student Services office; managing office support staff, front-line recruiter positions, and providing vision for diversity, inclusion and student success services; coordinating efforts among Columbus-based academic units and Ohio State ATI to align marketing, communication and undergraduate recruitment goals college-wide; generating reports on prospective student data and managing statistics to use in tracking enrollment growth; developing and coordinating events, activities and initiatives related to undergraduate student recruitment and providing leadership for determining the future direction for recruitment across the entire college; publicizing and promoting programs using a variety of methods including development of promotional materials; providing leadership and oversight for CFAES Ambassador program including recruitment, interviews, selection, training and professional development; cultivating strong relationships with college alumni and serving as ex-officio member of the CFAES Alumni Society; and providing expert knowledge and interpretation of university

admissions policies, procedures and academic programs.

This position will provide oversight and coordination of CFAES summer orientation and will work with CFAES Assistant Deans and Academic Counselors in planning and implementing the summer orientation/enrollment for the college in collaboration with university's Undergraduate Admissions and First Year Experience office. This position will help coordinate communication, services and experiences to ensure students seamlessly transition from prospective student to the successful completion of their first year on campus.

**The College of Food, Agricultural, and Environmental Sciences:**

The College of Food, Agricultural, and Environmental Sciences (CFAES) at The Ohio State University is strongly committed to the three-part land-grant mission as well as to initiatives that fully integrate teaching, research and Extension. The College is home to 10 academic units (including ATI and the School of Environment and Natural Resources) and approximately 350 faculty, 500 graduate students, 3000 undergraduates, and 700 two-year students (ATI).

**The Ohio State University:**

The Ohio State University is ranked in the top 20 among the nation's best public universities in *U.S. News & World Report's* 2015 edition of "America's Best Colleges." The Ohio State University's main Columbus campus is one of the largest and most comprehensive campuses in the United States and is home to over 55,000 students. In addition to the Columbus campus, Ohio State has regional campuses in Lima, Mansfield, Marion, and Newark, and the Agricultural Technical Institute (ATI) in Wooster (collectively, an additional 7,000 students). Founded as a federal land-grant institution in 1870, the university has awarded over 730,000 degrees since 1878 and its legacy extends to more than 500,000 living alumni.

**Qualifications:**

The successful candidate is expected to have demonstrated commitment to students and student success, in-depth knowledge of current and emerging enrollment trends, understanding of essential student services and FYE initiatives, experience with effective student engagement efforts, and experience with marketing of and recruitment to undergraduate academic degree programs.

Applicants must have a BS and MS degree (or equivalent), knowledge and understanding of disciplines related to the academic units in the College, and must have established a record of leading exceptional prospective student initiatives and FYE efforts. The candidate must be able to communicate effectively with prospective and current students, parents, faculty, staff, administrators, alumni and stakeholders. Demonstrated strengths must include strong leadership ability, exceptional communication skills, teamwork, recruitment-related innovation, as well as a strong understanding of and appreciation for the land-grant mission.

Salary and Benefits are competitive and are commensurate with qualifications and experience. The Ohio State University has an excellent faculty and family benefits program.

**Application:**

Candidates should submit a letter of application, resume/curriculum vitae, statement of leadership philosophy (including commitment to building diversity, community and inclusion) and names and contact information of five references (references contacted only for candidates who make the short list). Screening of applications will begin on **February 21, 2017**; search remains open until the position is filled.

**Application materials should be sent electronically (PDF format) or by mail to:**

Brandi Gilbert-Hammett  
CFAES Human Resources  
The Ohio State University  
Room 100Y, Agricultural Administration  
Building  
2120 Fyffe Rd.  
Columbus, Ohio 43210  
Telephone: 614-292-0487  
Fax: 614-292-1218  
Email: [gilbert-hammett.1@osu.edu](mailto:gilbert-hammett.1@osu.edu)

**Questions should be directed to:**

Ms. Renee Johnston  
Chair of the Search Committee  
School of Environmental and Natural  
Resources  
The Ohio State University  
Room 210N, Kottman Hall  
2021 Coffey Rd.  
Columbus, Ohio 43210  
Telephone: 614-292-0097  
Email: [johnston.230@osu.edu](mailto:johnston.230@osu.edu)

*The Ohio State University is committed to establishing a culturally and intellectually diverse environment, encouraging all members of our learning community to reach their full potential. We are responsive to dual-career families and strongly promote work-life balance to support our community members through a suite of institutionalized policies. We are an NSF Advance Institution and a member of the Ohio/Western Pennsylvania/West Virginia Higher Education Recruitment Consortium. The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, disability status, or protected veteran status.*