



Director of Relationship Management

Position Summary

Mitchell College is pioneering a new liberal arts model, designed to enhance the student's academic experience and ensure real-world degree applicability through cross collaborations. This methodology extends to all that we do, including our approach to Enrollment Management, which will be accomplished through a highly individualized approach to meeting the needs of our students and their families. To that end, we are seeking a full-time Director of Relationship Management, who will be responsible for cultivating those new student relationships on campus. The incumbent will work in partnership with the Mitchell College community to creatively encourage prospective students to consider a Mitchell College education.

Additional responsibilities include building a strong internal admissions staff and assisting the VP of Enrollment Management in creating an aggressively resourceful on-campus experience for our guests, including orientation. The Director of Relationship Management will oversee staff, who will help manage all aspects of the incoming student experience from inquiry to enrollment.

Required Education and Experience:

- BA/BS degree in related field required.
- Direct, hands-on experience coordinating the primary functional areas of admissions such as communications, off-campus recruitment, visitor event management, large-scale holistic applicant evaluation.
- 5-7 years' experience in full life-cycle enrollment management practices.
- Excellent communication and interpersonal skills and the ability to establish and maintain effective working relationships with students, faculty, and staff.
- Ability to make presentations in public such as at open houses, high school career days, etc.

Liberal arts at Mitchell serves a population of students who may not have reached their potential or experienced the level of success they are capable of achieving, for a dynamically changing future. By utilizing our Ability Based Educational model (ABE), the entire College engages with students, both in and out of the classroom, to ensure that they have the essential skills and readiness for leading full and productive lives post-graduation.

A small liberal arts college, Mitchell developed its distinct educational approach over almost 80 years, blending a tradition of mentoring with an expertise in teaching diverse learning styles to create a highly individualized model that benefits all students. Mitchell is committed to the broader community through building strong, creative and cooperative partnerships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center which includes the renowned Bentsen Learning Center.

This is a full-time, FLSA exempt level position, with standard College benefits. For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by **August 30, 2017** to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

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