



MACALESTER COLLEGE

ST. PAUL, MINNESOTA
ASSOCIATE DIRECTOR FOR
INTERNATIONAL ADMISSIONS
JULY 2017
macalester.edu



Carney
Sandoe
& ASSOCIATES

MACALESTER



Mission

Macalester is committed to being a preeminent liberal arts college with an educational program known for its high standards for scholarship and its special emphasis on internationalism, multiculturalism, and service to society.

POSITION OVERVIEW

Macalester College, a private, coeducational liberal arts college in St. Paul, Minnesota, announces its search for an Associate Director for International Admissions to direct its global recruitment program.

Macalester's emphasis on internationalism dates back to the 1940's and 1950's when President Charles J. Turck began recruiting international students and implemented overseas study programs. Since then, Macalester has been widely recognized as a leader in international education for its commitment to enrolling students from around the globe. In directing recruitment, admission, and enrollment strategies for international prospective students, the new Associate Director will provide institutional leadership in this important, mission-driven institutional priority. This senior-level position presents an exciting opportunity for an experienced professional to take an already successful program to the next level. The Associate Director for International Admissions will be responsible for performing a broad range of strategic duties, including: directing all aspects of the college's international recruitment program; managing communication campaigns; organizing, implementing, and evaluating recruitment travel around the world; coordinating the review of international student applications for admission; and working on other projects as assigned. Reporting to the Director of Admissions, the Associate Director also partners closely with the Dean of Admissions & Financial Aid, the Director of Financial Aid, the Manager of Enrollment Systems, the International Student Programs Office, and other stakeholders on campus. With strong institutional support and enrollment leadership that is open to new ideas and innovation, the Associate Director will be in a position to make a significant impact on Macalester admissions and the College more broadly.





THE COLLEGE

Macalester College is a highly selective, private liberal arts college in the vibrant Minneapolis/St. Paul metropolitan area. Established in 1874, Macalester has a proud and rich tradition of academic excellence with a special emphasis on internationalism, multiculturalism, and service to society. Macalester's 2,100 students typically represent students from all 50 states and more than 90 countries. Its diverse population and location offers a world-class education through learning and service.

Founded as a Presbyterian-affiliated but nonsectarian college, Macalester provides students the inspiration, insight, and experience to become successful and ethical leaders. The institution believes education is a fundamentally transforming experience and affirms the importance of the intellectual growth of students, faculty, and staff. It works to provide an environment that values diversity and supports each and every school community member. True to its mission, Macalester supports and encourages students as they develop into responsible individuals who use their acquired knowledge to challenge and inform the world around them. Making a difference is truly at the heart of the school's mission.

Macalester was named #7 in the nation for "a strong commitment to teaching" by US News in 2016. Students develop a broad understanding of the liberal arts at Macalester, following a primary course of study learning theory and methodology and discovering how to apply

AT A GLANCE

Students

Enrollment: 2,108 students
States represented: 49 U.S. states, D.C., Guam, and Puerto Rico
Countries represented: 88
Citizens of other countries: 25%
Students of color: 24.6% (of U.S. student body)

First Year Admission (Fall 2016)

Number of Applications: 5,946
(1,369 international)
Percent Offered Admission: 37%
(18% international)
Number Enrolled: 506 (76 international)
Mid-50% ACT: 29-33
Mid-50% SAT Critical Reading: 650-740
Mid-50% SAT Math: 630-750

Academics

Student/faculty ratio: 10:1
Average class size: 17
Courses offered: 800+

Faculty

Full-time members: 184
Faculty of color or international: 27%
Full-time faculty with doctorate or highest degree in their field: 93%

Student Costs (2017-2018)

Tuition: \$52,464
Room and Board: \$11,672
Comprehensive fee: \$64,136

Financial Aid

Macalester meets the full demonstrated financial need of all (including international) admitted students
Students receiving aid: two-thirds, on average
Average of need-based first-year aid package: \$43,701



what they learn to address issues in the greater community. The rich curriculum of over 800 courses allows students to explore multiple subjects, develop new intellectual interests, and make new discoveries. Classes are taught by faculty whose passion is teaching and whose scholarship gains national recognition.

As one of the few highly selective liberal arts colleges located in a major metropolitan city, Macalester offers students a wealth of internship opportunities in business, finance, medicine, government, law, the arts, and more. Three out of four Mac students complete at least one internship locally, nationally, or internationally. Seventy-two percent of students with an internship report that it helped them in making decisions about their future. Students also enjoy a wealth of resources for research on and off campus in laboratories, libraries, museums, and a natural history center that provide opportunities for research that makes real contributions to their disciplines.

ST. PAUL, MINNESOTA

Macalester is nestled in a lovely, residential neighborhood, just minutes from the St. Paul and Minneapolis downtowns. Often referred to as the Twin Cities, the area is home to 3.5 million people—the 16th largest metropolitan area in the United States. With 17 Fortune 500 companies in the area, students have access to internships and jobs with world-class organizations, and smaller businesses also thrive in this metropolis. The area has the second-largest economy in the Midwest, behind only Chicago, and the area continues to grow at a rapid pace. The Minneapolis-St. Paul International Airport (MSP), just six miles from the Macalester campus, is a major hub for Delta Airlines, offering direct flights to 126 domestic and 29 international destinations.

Macalester's surrounding neighborhood, with its winding, tree-lined streets, nicknamed "Tangletown," is one of St. Paul's most popular neighborhoods. Grand Avenue, running through campus, is home to



46 restaurants, two bookstores, three bakeries, two grocery stores, and two art galleries as well as a variety of shops and other services. Stretching for four miles through the neighborhood and meandering from campus to the Mississippi River, Summit Avenue was named one of 10 “great streets” nationally in 2008. The area is enjoyed by walkers, joggers, and cyclists.

More than 16 museums dot the Twin Cities, all accessible by bus and/or light rail—one of the country’s largest transit systems. From science to art to history, the area offers something for everyone. The Walker Art Center, Minneapolis Institute of Arts, Science Museum of Minnesota, Bell Museum of Natural History, and Minnesota Children’s Museum, among others, provide countless opportunities for enrichment and education. The area is second only to New York City in theater seats per capita and is the third largest theater market after New York City and Chicago.

The Twin Cities area is one of 13 American cities to have teams in all four major sports: MLB (Minnesota Twins), NFL (Minnesota Vikings), NBA (Minnesota Timberwolves), and NHL (Minnesota Wild). A WNBA team (Minnesota Lynx) and a Major League Soccer Team (Minnesota United FC), whose new stadium is being built just one mile north of Macalester’s campus, round out the Cities’ athletic entertainment options. The NFL has picked Minneapolis to host Super Bowl LII in 2018.

Outdoor enthusiasts are never hard-pressed to find activities that suit their passions. There are many lakes in the region, and the cities have over 170 parks and recreation areas. The Mississippi River, a mile from campus, offers great views and outdoor activities. Minneapolis and St. Paul are regularly listed among America’s best bike cities by Bicycling magazine, and organized recreation includes the Great River Energy bicycle festival, the Twin Cities Marathon, and the U.S. pond hockey championships. The lakes and forested areas in the central and northern regions of the state provide great weekend destinations for camping, hiking, fishing, sailing, and cycling.



THE ADMISSIONS OFFICE

The Admissions Office is a 22-person team that is collaborative, supportive, professional, and hard working. Average tenure in the office is approximately 11 years, reflecting the staff's commitment and belief in Macalester's core values and support of employees, collegial connection to one another, and high quality of life in the Twin Cities.

The Associate Director for International Admissions will join a strong and experienced leadership group that is committed to innovation, collaboration, and has the budget to implement creative strategies. Student recruitment happens on a global scale. In the past three years, Admissions staff members have traveled internationally to visit 204 different high schools in 32 countries, hosted an international counselors' program in collaboration with other colleges, and pursued new tactics in international recruiting. The Associate Director directs the office's international admission team and the Global Ambassadors (current students). He/she collaborates and serves as a key liaison with the Director of Financial Aid in determining aid awards for international students. In addition, he/she partners closely with the International Student Program (ISP), a four-member office that coordinates a host-family program and provides extensive support, guidance, activities, and programming for international students.

PRIMARY RESPONSIBILITIES

- Directs the department's international recruitment, including representation of Macalester during high school visits, college fairs, off-campus interviews, and other special events around the world. Responsible, in consultation with the Director and other staff members, for developing and implementing recruitment strategies for specific geographic regions. Evaluates and reports on the effectiveness of these strategies each year.



- Coordinates the review, selection, and committee processes for international applicants. Evaluating applications involves exercising independent judgment and making professional recommendations regarding admission decisions. In each selection cycle, the Associate Director ensures that all international applicants and U.S. applicants studying abroad are reviewed in the holistic manner outlined by office leadership. Coordinates the International Admissions Committee process, develops and maintains the international student yield model, and works with the Director of Financial Aid to determine the appropriate financial aid award for each admitted student.
- Builds relationships with international counseling professionals by coordinating campus visit programs and attending conferences of international counselors and admissions professionals.
- Stewards Macalester's special, long-standing relationship with the United World Colleges (UWC) network of schools, counselors, and students. In the last 25 years, over 230 UWC alumni have graduated from Macalester.
- Implements various communications strategies appropriate to international prospective students. Strategies include email communications, web content, social media, and print publications when appropriate.
- Develops and maintains a volunteer network that assists international recruitment efforts. This includes alumni living abroad, current students who are studying overseas, current international students who return home during breaks, and faculty who are on sabbaticals or traveling for work.
- Collaborates with International Student Programs (ISP) Office. Participates in the transition of new international students to the college.
- Other duties as assigned.

POSITION QUALIFICATIONS AND REQUIREMENTS

The ideal candidate will possess the following qualifications:

- Bachelor's degree, preferably from a four-year, private liberal arts college.
- Eight years or more of experience in higher education, preferably international admissions work at a selective liberal arts college.
- Awareness and sensitivity to other cultures and the interests/concerns of international students contemplating study in the U.S.
- In-depth knowledge of various international education systems around the world.
- Strong professional network of high school counselors and international admission officers is highly desired.
- Excellent written and oral communication skills with the ability to communicate professionally, tactfully, and effectively to a wide variety of individuals.
- Ability to work creatively and efficiently, both independently and as part of a team.
- Availability to travel and work nights and weekends.
- Valid driver's license and passport.

TO APPLY

Interested and qualified candidates should reach out to Jennifer Christensen at their earliest convenience. Review of applications will begin in early May. Candidates should send the following materials via email:

- Cover letter expressing your interest with the specific values and needs of Macalester College
- Current résumé with relevant dates, work experience, and education
- List of three references with name, phone number, and e-mail address of each (references will not be contacted without your permission)
- Responses to supplemental questions that will be sent to you once you express interest

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