Macalester College
St. Paul, Minnesota
Associate Director of Admissions,
Coordinator of Multicultural Recruitment
September 2017
macalester.edu
The Search Group | Carney, Sandoe & Associates

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 of Admissions, Coordinator of Multicultural Recruitment.

Macalester College seeks to hire an experienced enrollment professional with significant multicultural recruitment, admissions, and college access experience. The Associate Director of Admissions, Coordinator of Multicultural Recruitment directs the enrollment division’s multicultural recruitment efforts. This position presents an exciting opportunity for an experienced professional to take an already successful recruitment program to the next level.

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 represent 49 U.S. states, D.C., Guam, and Puerto Rico and 88 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 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.

**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: 15%
- Students of color: 24.6% (of U.S. student body)

**First Year Admission (Fall 2016)**
- Number of Applications: 5,946
- Percent Offered Admission: 37%
- 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, Board, and Fees: $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 U.S. need-based first-year aid package: $44,085
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. “While we are all different, we all work hard in the best interest of students. I trust everyone and know that they will get the work done and do it right,” reflected one member of the staff. 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.

Reporting to the Director of Admissions, the Associate Director also partners closely with the Dean of Admissions and Financial Aid, colleagues across the college, and many within the admission office. 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 position also performs a broad range of admissions duties, including recruitment travel, interviewing prospective students, leading information sessions, evaluating applications for admission, serving on the Admissions Committee, and other special projects.
PRIMARY RESPONSIBILITIES

Directs multicultural recruitment and outreach: The Associate Director directs the Admissions Office’s outreach to multicultural students and partners with the Director of Admissions to implement a recruitment and admissions plan that involves the active participation of all admissions officers. Components of that plan include: developing communications in partnership with the Admissions Communication Team; planning campus visit programs in collaboration with the office’s Coordinator of Admissions events; developing and maintaining relationships with college access organizations; implementing yield activities; collaborating with other admissions officers on regional strategies to recruit and enroll underrepresented students; and working with faculty, student organizations, alumni, the Department of Multicultural Life, and others to enroll students and ensure their success at Macalester. Of particular note, the Associate Director oversees three significant on-campus events for underrepresented students each year and also serves as the primary contact for the QuestBridge program. They also direct the efforts of the admission officers on the Multicultural Recruitment team and a group of student workers. The Associate Director also evaluates and reports on the effectiveness of these strategies each year.

Cultivates and fosters relationships with community partners: The Associate Director partners with faculty and staff across campus to support underrepresented students. They sit on a committee that supports Opportunities Abound, a program through the Office of Civic Engagement that promotes increased access to higher education for local youth, many of whom are potential first generation college students, low income, and/or students of color.

Participates in the application review/selection process: The Associate Director participates in the admissions selection process and sits on the Admissions Committee. The evaluation of applications and participation on the Admissions Committee involve exercising independent judgment and making professional recommendations regarding admission decisions.
Plans, implements, and evaluates the effectiveness of off-campus recruitment activities: The Associate Director manages recruitment activities in their specified region. Such activities include high school visits, college fairs, off-campus interviews, and other special events. The Associate Director develops, implements, and evaluates these strategies every year. The Associate Director also works with all admission officers to ensure that their outreach includes community based/college access organizations in their respective regions.

Holds on-campus interviews and information sessions: The Associate Director interviews prospective students when they visit and conducts information sessions offered to visitors throughout the year.

Special projects as assigned by Director of Admissions: The Associate Director will be assigned specific independent projects or work with other staff members. Project assignments will require significant independent work and initiative in planning, directing, and evaluating all of the activities that comprise each particular program.

POSITION QUALIFICATIONS AND REQUIREMENTS

The ideal candidate will possess the following qualifications and qualities:

- Bachelor’s degree, preferably from a four-year, private liberal arts college.
- Seven years or more of experience in higher education, preferably multicultural recruitment and admissions work at a selective liberal arts college.
- Strong professional network of high school counselors and CBO professionals is highly desired. Interest and ability to develop relationships and professional networks on- and off-campus is expected.
- 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 immediately and continue until the position is filled. 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)

**Jennifer Christensen**
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