

**Rhode Island School of Design**  
**Associate Director of Admissions for Operations**

Rhode Island School of Design (RISD), the country's preeminent art and design school, is seeking an Associate Director, Admission Operations to join a leadership team that is deeply committed to transforming art and design education in the United States. With over 18,000 alumni, an endowment of roughly \$300 million, and 500 faculty who are outstanding artists, designers, and architects, RISD enrolls approximately 1,900 undergraduates and 425 graduate students in majors such as apparel design, architecture, ceramics, film/animation/video, furniture design, industrial design, jewelry, painting, photography, printmaking, sculpture, and textiles. RISD graduates go on to make an impact by living creative lives of all forms. In the heart of historic Providence, Rhode Island, RISD is located approximately 50 miles south of Boston, Massachusetts.

Reporting to the Director of Admissions, the Associate Director plays a central leadership role in the efficient and effective management of admissions operations, research, and data in support of the annual recruitment and enrollment goals of the College. The Associate Director is responsible for the daily operations of the admissions/student information system and for maintaining an in-depth knowledge of the structure and contents of the student information system in order to evaluate, develop, maintain, update, test, and implement the most effective and productive admissions processes and procedures. The Associate Director is expected to leverage the capability of the system to maximize operations and relationships with prospective students including developing and managing the annual direct mail recruitment campaign. The successful Associate Director will design a communication stream that integrates into the College's recruitment and enrollment cycle, maximizes the benefits of the admissions information system, and leverages various other resources, tools and complementary activities. This position oversees a staff of three, as well as managing student workers, all of whom support the day to day operations of the Admissions Office. RISD is a Datatel institution.

A bachelor's degree is required (a master's degree is preferred) with minimally five years of progressively responsible leadership experience in admissions operations, with at least one year in a supervisory or leadership capacity. The successful candidate will have demonstrated experience in working with student information systems and proficiency with electronic communications, the statistical analysis of data, and secondary support programs such as Access. The Associate Director will have a proven ability to design and deliver technical training, including resource and reference manuals and end user documentation. The Associate Director is part of a strong admissions team and is expected to manage conflicting deadlines, be able to juggle multiple priorities, and should possess strong management and organizational skills.

Review of applications will begin immediately and will continue until the position is filled. Candidates who apply by March 19, 2012 will be assured full consideration. For more information about RISD and to apply online, please visit our website at <https://careers.risd.edu>.

SJG – The Spelman & Johnson Group is assisting with this search. For confidential inquiries, or to nominate an individual for this position, please email Ellen Heffernan, Partner at [eth@sjgsearch.com](mailto:eth@sjgsearch.com) or call 413-529-2895.

**Visit RISD's website at [www.risd.edu](http://www.risd.edu)**

*RISD is an equal opportunity employer.*