



Director of Admissions

The Ohio State University College of Dentistry is seeking a candidate for a full-time, position as Director of Admissions.

The Ohio State University College of Dentistry is the third largest public dental school in the United States, and it is the only public dental school in Ohio. The college is divided into eight sections or academic units. All major clinical dental specialties are represented. The Director position serves as the strategic and visionary leader of the Admissions office for the College of Dentistry. Its facets include creating, implementing and evaluating an innovative admissions process that is forward-thinking and adaptive, as well as establishing student recruitment goals under the direction of the Associate Dean and Dean of the College and meeting or exceeding those goals on an annual basis.

Applicants must have a master's degree from an accredited university in a related field although a terminal degree including but not limited to DPH, EdD or PhD is preferable; five to seven years progressively responsible experience with graduate or professional student recruitment; a publication record in the areas of diversity and/or education is desirable; excellent organizational skills and an ability to think strategically while balancing attention to detail, anticipation of needs and resource management, experience in the use of analytics as part of a comprehensive enrollment strategic plan including developing reports, analyzing output, and evaluating operations based on results; experience with and commitment to engaging and promoting diverse populations; a positive, results-oriented, flexible attitude that is supportive of the institutional directions and priorities; excellent communication skills, diplomacy, negotiation and public speaking skills including the ability to counsel applicants with discretion and proper confidentiality; experience in budget management; at least five years of supervisory experience including hiring, training and performance evaluation; ability to travel, work evenings and weekends as needed; demonstrated familiarity with computer platforms and software (Microsoft Word, Excel, and PowerPoint) and experience with social media in the recruitment and admissions process.

Applicants must apply online and provide a personal statement delineating qualifications and career goals, and provide three references and curriculum vitae addressed to: Dr. John Kalmar, Search Committee Chair, Academic Affairs. For a complete position description and application instructions please visit www.jobsatosu.com and search by requisition number 365059. Review of online applications will begin immediately and continue until January 31, 2012.

The Ohio State University encourages applications from individuals with disabilities, minorities, veterans and women. AA/EEO Employer. For more information about the college, the program and this position, visit: <http://dent.osu.edu>.