

SEARCH PROFILE:

DIRECTOR OF ADMISSION



SAINT MICHAEL'S
COLLEGE FOUNDED
1904

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Saint Michael's College (SMC or St. Mike's) invites inquiries, nominations, and applications for a Director of Admission (DOFA). Vice President for Enrollment Management Brigid Lawler seeks a skilled, dynamic admissions leader to join her in building a high-performing recruitment system at a distinctive, highly regarded liberal arts college committed to strengthening its enrollment. The new Director is expected to assume office in July 2025.



ABOUT SAINT MICHAEL'S

[Saint Michael's College](#), a residential, coeducational, liberal arts college in Colchester, Vermont, was founded in the Catholic intellectual tradition in 1904 by members of the Society of Saint Edmund, and it remains the only Edmundite college in the world. With a tradition of taking on the most challenging tasks, the core tenets of the Edmundites are social justice, education, hospitality, spiritual renewal, and pastoral ministry.

Through the [Edmundite Missions](#) in Selma, Alabama, the Edmundites are known for their care of Black men, women, and children living in poverty-stricken communities throughout the Deep South. In addition to the College and the Edmundite Missions, the Society of Saint Edmund continues its ministry through [Saint Anne's Shrine](#) in Isle Le Motte, Vermont, by offering retreats for Saint Michael's College students and spiritual renewal for lay people and [Enders Island](#) in Mystic, Connecticut, which serves as both a residential recovery program for young men in recovery and a destination for spiritual renewal for lay people.

Saint Michael's College embraces different cultures and identities, offers a model of civility, and seeks diversity among its students, faculty, and staff. Although the Edmundites have transitioned the College's administrative responsibilities to lay personnel over the last 30 years, their presence on campus has an important spiritual and lasting impact on the life of the entire College community.

Saint Michael's College has long focused on how students, faculty, and staff can make an impact on the larger community – a direct connection to the College's foundational ethos of social justice and service. In 2022, the Princeton Review named Saint Michael's as one of the top 25 colleges engaged in community service. Saint Michael's has also been featured in the Princeton Review's Best 390 Colleges, recognized as a Green College. Money magazine recognized SMC as one of the Top 50 Transformative Colleges, and Kiplinger ranks them among the Best College Values.

QUICK FACTS

CAMPUS COMMUNITY (FALL 2023)

- Full-Time Undergraduate Enrollment: 1,100
Part-Time Undergraduate Enrollment: 35
Graduate Enrollment: 192
Average First-year retention rate: 84%
Average Second-year retention rate: 76%
Average Six-year graduation rate: 74%
Full-time Faculty: 101, 86% with terminal degrees
Adjunct Faculty: 53
- Administrative & Professional Staff (including coaches): 173 (full-time); 57 (part-time)
Total Academic Degree Programs: approximately 40 undergraduate; 4 graduate and several graduate certificates

STUDENT DEMOGRAPHICS

- Geographic representation: 21 states; 15 countries
Female 55%; Male 45%
International Enrollment: 45 students
- 23 NCAA Division II Teams, with 38% of the student body participating
- 24% Pell-eligible
- 22% First Generation
- 14% (19% of most recent first-year class) identify as ethnic minority

COSTS (FY24)

- Tuition, Fees, Room, and Board: \$68,520
Average Student Award: \$33,000
Discount Rate: 63%
Students Receiving Aid (scholarships and/or grants): 90%

ACCREDITATION

Saint Michael's has maintained accreditation through the New England Commission of Higher Education (NECHE) since 1939. The last NECHE accreditation visit occurred in 2020, granting the College a 10-year renewal.

ABOUT SAINT MICHAEL'S (CONT.)

Saint Michael's mission is "to contribute through higher education to the enhancement of the human person and the advancement of human culture in light of the Catholic faith" – in other words, molding its students to go on to do well and do good in the world. The College works to foster learning around ethics and purpose so students may be successful and find meaning both at Saint Michael's and after graduation. A strong and supportive alumni network remains engaged with the College in a number of ways, including offering opportunities and connections for internships and jobs to current students.

The entire campus is a testament to the College's passion for environmental justice, and it serves as a living classroom for all students with its Natural Area, outdoor classrooms, the farm, and sustainability efforts. The Institute for the Environment creates a space for experiential learning and interdisciplinary approaches to environmental stewardship. Saint Michael's is a Fair-Trade institution, and produce from the farm supplies fresh, organic food to the school's dining hall and farm stand.

Saint Michael's is located adjacent to Burlington, Vermont, and situated between Lake Champlain and the Green Mountains. Several of those mountains – Camels Hump and Mt. Mansfield – provide a picturesque backdrop to the College, as well as opportunities for outdoor recreation such as hiking and skiing. Live music, great food from around the world, the beaches of Lake Champlain, the Community Boathouse, the seven-mile bike path, internship-friendly companies like IBM, GE Medical, Burton Snowboards, Dealer.com, and Ben and Jerry's, and quick access to top ski areas like Sugarbush and Stowe are just part of the location's appeal.

MISSION AND VISION

MISSION

It is the Mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and the advancement of human culture in light of the Catholic faith.

VISION

To actively engage students with ideas developed over millennia in many world civilizations as well as those ideas from more recently emerging disciplines and assist students in the generative process of creating new understandings. For this engagement to be most productive requires that a student work closely with a faculty member who is deeply, actively, and demonstrably engaged in learning, for in a liberal arts college, it is not so much acquired knowledge or personal belief that is passed on from one generation to the next, but rather curiosity and passion for the very ideas of the discipline.

To encourage the development of an empathetic understanding and respect for the differing views of others derived from their history, status or unique philosophical or religious belief. Such an understanding is to be developed through proximate experience grounded in religious, philosophical and historical contexts.

To take responsibility for the moral and spiritual development of each individual by employing the long Catholic intellectual tradition that sees no conflict between belief and reason. This is rooted in the belief that the world is "good" and that the dignity of each person needs to be acknowledged.

"I loved the social justice aspect of St. Mike's, the environmental awareness, the location; it was smaller than most other schools I looked at, but really highlighted the strength of the community and the tightness of the student-teacher relationships, which is fantastic."

–Brian Shearer '18, Ellicott City, MD





ACADEMIC PROGRAM

Saint Michael's students engage across a broad spectrum of subjects, and the faculty are teacher-scholars. Classes are small (averaging just 17 students with a student-to-faculty ratio of 10:1), and majors and minors are available in more than 40 fields of study. These studies, coupled with experiential learning opportunities, an honors program, international study, internships, and collaboration with faculty on undergraduate research projects, prepare students for their first jobs and satisfying careers. Top majors include Business, Psychology, Education, Health Science, and Biology. The College recently added a Cybersecurity major and plans to launch a Marketing major in the fall.

Saint Mike's Student Success Center (SSC) represents an evolution of Purposeful Learning, bringing together several student-focused initiatives to provide resources that empower students to assess, discern, and achieve their growth as motivated and successful members of the Saint Michael's community.

Launched in January 2025, the SSC is a centralized team that offers a range of high-impact learning strategies and personalized services to help students reach their academic, career, and personal goals. It houses Advising, Study Abroad, the Boucher Career Center, Accessibility Services and Academic Support, International Student and Scholar Services (ISSS), Be Well, and the former Office of Purposeful Learning. While most of these offices are now located in Durick Library, Study Abroad and ISSS will move there at the end of this academic year.

Several Academic Centers and Institutes on campus help further connect students, faculty, staff, the community, and external specialists and experts to promote interdisciplinary study and education. The three newest Institutes the [Institute for Global Engagement](#), the [Institute for Equity and Justice](#), and the [Institute for the Environment](#) – focus on giving Saint Michael's students a broad understanding of the natural and global world and how we as humans interact with one another. Hence, they build lives of purpose and consequence.

The Institute for Global Engagement is connected with the Study Abroad Office, offering students the opportunity to spend a semester in a foreign country or participate in academic study trips with Saint Michael's faculty members leading the way. A grant from the Freeman Foundation has recently allowed students to travel to Hong Kong, China, Seoul, South Korea – and soon to Ho Chi Minh City, Vietnam – to do internships and participate in cultural and networking events.

"Teaching is one of the most rewarding things I have ever done. I love interacting with students and getting them excited about science and learning. And I feel very lucky to have the opportunity to do it at the place that got it all started for me when I came here as an undergrad."

—Paul Constantino '92, Associate Professor of Biology

Counselors through the [Boucher Career Education Center](#) provide connections and opportunities for students seeking internships or other professional experiences during their time at Saint Michael's. The counselors specialize in specific majors and topics of study to best assist students in this endeavor. Students also find opportunities for jobs and research through well-connected faculty members. For example, science professors annually secure grants through the state and federal governments to perform cutting-edge research. Several recent research projects have examined how virtual reality can help with astronauts' anxiety and stress (a partnership with NASA) and how marijuana impacts behavior and driving (funded by the National Institutes of Health).

The graduate programs at Saint Michael's include Clinical Psychology, Master of Education, Master of Arts in Teaching, and Teaching English to Speakers of Other Languages (TESOL). The graduate programs are small, flexible, affordable, and tailored to the goals of the graduate students. Recently, the College expanded its offerings to include graduate and professional-level certificates in Holistic & Restorative Education and Racial Equity and Educational Justice.

The College is a proud member of Phi Beta Kappa, America's oldest academic honor society, which promotes education in the liberal arts and sciences. The chapter is one of three in Vermont, and Saint Michael's is one of only five Catholic colleges and universities in New England to receive this distinction. SMC is also home to a chapter of Delta Epsilon Sigma – the national honor society for colleges and universities in the Catholic tradition – and Chi Alpha Sigma, the National College Athlete Honor Society, and about a dozen other honor societies specific to fields of study.

CAMPUS LIFE

Saint Michael's students take advantage of a rich array of extra-curricular programming, athletic events, theater, recreation and fitness opportunities, the beauty of the Burlington area, and more. With dozens of clubs and organizations on campus, there are activities for just about everyone to quench students' thirst for furthering academic interests, engaging in activism, or bonding with other students over a shared hobby.


[Saint Michael's Fire and Rescue Squad](#) is a unique point of pride for the College. The organization was founded in 1969 as one of the first college-affiliated fire departments in New England, and it is run by an independent volunteer group of approximately 50 students. Those students serve both the campus and the greater public 24 hours per day, 365 days per year, providing fire response and emergency medical treatment. The squad responds to thousands of calls yearly, from car crashes and cardiac emergencies to structure fires and carbon monoxide alarms.

Service is at the heart of the Saint Michael's experience. Nearly 70 percent of students participate in [Mobilization of Volunteer Efforts \(MOVE\)](#), which exists to expand the concept of community service to embrace social justice and to emphasize our connectedness to the world, as defined by Catholic social teaching. The group organizes students to serve both locally and nationally to meet the community's unserved needs and make a positive impact.

Taking advantage of all Vermont has to offer, the [Adventure Sports Center](#) offers kayaking, climbing, skiing/riding, and mountain biking training and outings. The Center also provides instructor training and gives students the opportunity to be a member of the Adventure Sports Center staff.

Approximately 40 percent of St. Michael students play a varsity sport on one or more of the 23 varsity teams. They compete as an NCAA Division II institution. The College offers a range of varsity sports, including Alpine and Nordic skiing, ice hockey, basketball, baseball, lacrosse, and soccer, to name a few. The graduation rate for student-athletes is almost 100 percent, and Saint Michael's is frequently ranked number one in the NCAA Division II's Academic Success Rate.

The College is a green campus and is committed to strengthening its obligation to a socially and ecologically responsible world. The campus community works together to recycle, compost, refill, and reuse water bottles and tend the Saint Michael's Farm, an organic garden and farm stand operated during the growing season. Many of these characteristics and programmatic offerings were strengthened and unified under the creation of the Center for the Environment in 2019.



"I appreciate the opportunity that SMC gave me to experience a first-class liberal arts education, along with the experience of interacting and learning about different cultures around the world."

—Sergio Castillo '88, Manager, Position Evaluation Team, Panama Canal Authority



THE SAINT MICHAEL'S COMMUNITY

STUDENTS & ALUMNI

The graduating class of 2024 is a great representation of the quality of the Saint Michael's College experience. The College's First Destinations Survey showed that six months after graduation, 94 percent of the class was employed, continuing their education, or in military or volunteer service. SMC alumni are actively engaged in mentoring and helping students land internship opportunities or employment after college.

The alumni base numbers over 21,000, and Saint Michael's grads are located in every state and over 40 countries. Notable alumni include U.S. Senator Patrick Leahy, Joseph Dunford (19th Chairman of the Joint Chiefs of Staff and 36th Commandant of the Marine Corps), Ann Cummings (Vermont state senator and former mayor of Montpelier, Vermont), and Loung Ung (human rights activist, lecturer, and author).

FACULTY & STAFF

Faculty and staff at Saint Michael's are committed to the students and supporting the mission of the College and each other. The College employs 101 full-time faculty and 53 adjunct faculty who combine their academic and research experience with a personal commitment to their students, both inside and outside the classroom. Among the full-time faculty, over 80 percent have terminal degrees in their field. Including coaches, the College employs 180 full-time and 57 part-time administrative and professional staff.

"I would strongly consider Saint Michael's because you will receive an excellent education from a reputable college. The support that you will receive in order to succeed will be unparalleled and there is a tremendous opportunity to grow socially and develop yourself as a person."

—Jason Curry '95, Founder and President,
Big Apple Basketball

THE SAINT MICHAEL'S COMMUNITY (CONT.)

LEADERSHIP

Dr. Richard Plumb was named president of Saint Michael's College in November 2023, beginning his term in January 2024. Dr. Plumb is an experienced leader within Catholic higher education, and over the past decade, he has served as president of St. Mary's College of California and as provost and executive vice president at the University of St. Thomas (Minnesota). Dr. Plumb is building relationships across campus and with stakeholder groups and beginning to outline key priorities for moving the institution forward.

Ms. Brigid Lawler was appointed Vice President for Enrollment Management in July 2024. Ms. Lawler has almost 30 years of experience in the admissions field, most of which was in higher education. She most recently served as the Executive Director of Enrollment Management at Massachusetts College of Liberal Arts in North Adams, Massachusetts. She has also held enrollment and admissions positions at Connecticut College, Maine College of Art, Marlboro College, the University of Baltimore, Dowling College, and Hofstra University.

The College's administrative leadership includes the eight members of the President's Cabinet: Vice President of

Academic Affairs/Provost, Vice President of Finance & Administration, Vice President for Enrollment Management, Vice President for Institutional Advancement, Vice President for Student Affairs/Dean of Students, Vice President for Edmundite Ministry, Executive Director of Athletics, and Executive Director of Marketing & Communications.



POINTS OF PRIDE

Saint Michael's College has been recognized in some of the following ways over the past decade:

- Named one of the Princeton Review's Best 390 Colleges, recognized as a Green College.
- One of the Best Northeastern Colleges, according to the Princeton Review.
- One of 2023's Best Colleges based on quality, affordability, and student outcomes per Money magazine.
- Part of an elite group of 286 colleges nationwide with Phi Beta Kappa chapters, and one of only 20 national Catholic colleges, and 1 of 4 in New England.
- Ranked 122nd nationally for National Liberal Arts Colleges by U.S. News & World Report in its Best College Rankings.
- Popular college ranking website, Niche, ranked Saint Michael's #2 in Best Colleges in Vermont.
- St. Michael's Purple Knight athletes have an impressive 97% academic success rate, No. 3 in the nation, out of 313 institutions, in Division II athletics.

In the past few years, Saint Michael's has made the following strides:

- The College received a \$6.5M appropriation through the 2022 federal omnibus bill (in large part thanks to distinguished alumnus, former Senator Patrick Leahy '61), which will go toward the continued expansion of the Saint Michael's College Institute for the Environment.

- A \$150,000 grant from the George I. Alden Trust enabled SMC to open its state-of-the-art Media Creation Studio. Notable alums, such as Tom Caron '86 of NESN and Jonah Kessel '06 of the New York Times, were on hand for the grand opening in February 2023.
- The College opened several academic institutes over the past few years, including the Institute for Global Engagement, the Institute for the Environment, and the Institute for Equity and Justice.
- In 2021, Saint Michael's College became the first Vermont higher education institution to work with a federal wetlands easement program to protect 163 acres of its Natural Area's roughly 350 total acres from agricultural use or development in perpetuity. This helped prevent harmful phosphorous runoff into Lake Champlain and further helped protect an educational and recreational resource for the College and community.
- In 2021, Class of 1967 alumnus and longtime Trustee Barry Roy bequeathed \$4 million to the College through his estate, the largest single gift in the school's 117-year history.
- Saint Michael's College earned a top three NCAA Division II student-athlete graduation rate in 2024.
- SMC students have been recognized for their work by receiving the most prestigious fellowships available, including the Rhodes Scholarship, the Pickering Undergraduate Fellowship, the Fulbright Scholarship, and the Goldwater Scholarship.

THE CAMPUS

The Saint Michael's College campus blends modern and historic buildings, giving it a unique and charming character. The campus is centered around the beautiful Chapel of Saint Michael the Archangel and offers breathtaking views of the Green Mountains.

The campus center is now home to the Founders Cupola, which stood atop the original building on campus and is incorporated in the College's logo. Several academic buildings, the picturesque Durick Library, a sports center, a wellness center, and two student centers make up much of the rest of the campus.

Saint Michael's, home to a vibrant, caring, and engaged community, is situated on 480 acres of indoor-outdoor learning and recreation – where students eat, sleep, study, become better citizens, and develop lifelong friendships. Students can choose from traditional residence halls and suites, apartments, or townhouses – and have the option to live as a single, with a roommate, or with several roommates. Undergraduates have the assurance of on-campus housing for all four years.

Campus attractions also include a farm, a 360-acre Natural Area, and a variety of teaching gardens, which make the entire



campus a living classroom for all students regardless of specific discipline or major. Trails through the Natural Area allow for student, staff, and faculty recreation, and cameras along those trails allow students to study wildlife and biodiversity.

Inside the academic buildings, students can use fully equipped science labs, computer labs, and the brand-new Media Creation Studio (MCS) for their academic endeavors. The MCS provides state-of-the-art equipment and training to all students and faculty at the College, allowing them to interface with 4K video cameras, professional microphones, lights, and editing techniques. Students from all majors can explore the rapidly growing world of media production – expanding their skills and future marketability.

The Edmundites live on campus in Nicolle Hall, which allows members of the Society of Saint Edmund to regularly connect with current students, staff, and faculty and be part of all facets of campus life.

BURLINGTON & BEYOND

Burlington is a town of nearly 45,000 residents in a metropolitan area of over 200,000 and is a vibrant, eclectic, artistic, forward-thinking community. It is situated on the eastern shoreline of Lake Champlain and is surrounded by extraordinary beauty and recreational opportunities. Northern Vermont's natural beauty surrounds the campus, with mountain views, gorges, rivers, Lake Champlain, and ski resorts all close by. In addition to Saint Michael's, Burlington is home to the University of Vermont and Champlain College, and the state's largest hospital - the UVM Medical Center. Burlington is frequently celebrated as one of the country's safest and healthiest cities, and the area offers a range of

excellent public schools and healthcare options.

Located minutes from the Burlington airport, less than two hours from Montreal, and just over three hours from Boston, Burlington is a beautiful college town with a vibrant downtown filled with shops, live music, parks, beaches, and restaurants where farm-to-table offerings take center stage.

Those considering a move to the Burlington area will find resources and information here:

[ThinkVT](#)

[Hickock and Boardman Realty](#)

[Visit Vermont](#)

THE SITUATION

St. Michael's College, like many liberal arts colleges, is heavily tuition-dependent. In recent years, new undergraduate enrollment has fluctuated substantially; the College seeks a leader who will successfully grow enrollment gradually over the next few years. Student-athletes comprise a significant proportion (typically between one-third and one-half) of the entering class. The College has recently launched the [St. Mike's Community Commitment](#), an effort to ensure affordability for families with family income below \$100,000.

With new leadership in enrollment management, SMC is in the midst of transitioning to an enrollment approach that is relational and data-informed in support of an enrollment management culture characterized by ethical decision-making, sincere commitment to diversity and access, strategic risk-taking, and creativity. The Director will play a critical role in translating that

philosophy into action. Best practices such as the use of a CRM and extending recruitment to high school underclassmen are nascent at SMC, providing an opportunity for the next leader to make a substantial difference in short order.

The Director of Admission is ultimately responsible for a team that includes assistant and associate directors, admissions counselors, a web support specialist, an event coordinator, the Welcome Center administrator, an administrative assistant, and enrollment operations. This person works closely with the Vice President for Enrollment Management, the Executive Director of Student Financial Services, the Executive Director of Marketing and Communication, external audiences (particularly high school counselors and prospective students and their parents), and the various vendors with whom SMC partners.



LEADERSHIP AGENDA

The Director of Admission at Saint Michael's College is a remarkable opportunity for an enrollment professional to build a high-performing recruitment system at a distinctive, highly regarded liberal arts college committed to strengthening its enrollment. President Richard Plumb, who took office in January of 2024, and vice president for enrollment management Brigid Lawler (who started at SMC this summer) have brought fresh energy to SMC, and the College seeks a skilled, dynamic admissions leader to join their team. The Director will be supported in this effort by—and will provide leadership to—a team of committed recruitment and operations staff members. The Director will work closely with colleagues across campus, most especially Student Financial Services, Marketing/Communications, and Athletics.

The successful candidate will be an enrollment professional who has been successful in increasingly responsible roles and is enthusiastic about Saint Michael's unique mission. Ultimately, the Director will play a vital role in leading efforts that result in stronger enrollment and net tuition revenue for SMC.

Key priorities for the next Director include:

- **Building and executing a systematic, proactive approach to recruitment.** The Director will ensure that comprehensive recruitment plans are in place, with a calendar of activities defined for each recruitment cycle from search through yield. While the Director will maintain the flexibility needed to respond to the challenges and opportunities that inevitably arise, this person will modify a thoughtfully developed plan based on a coherent, consistent approach to recruitment rather than making decisions ad hoc. The Director will utilize data to inform decision-making and to monitor progress, will apply current and emerging best practices in recruitment, optimize the use of Slate (the CRM software utilized by SMC) to facilitate the work of the office, and ensure the plan is executed in an effective, efficient and timely manner. The Director will work closely with Marketing and Communications to define promotional messages that are compelling to students and their families, distinctive in the marketplace, faithful to the unique community that is Saint Michael's, and delivered through a variety of formats (print, social media, website, email, campus events, et al.).

"Within a few weeks of starting my first 'real' job, it became apparent to myself and my supervisors that my writing and communication skills were beyond what was expected from a typical engineer with my level of experience. I attribute this to my liberal arts education and experiences at St. Mike's."

—Susan Molzon '12, Assistant Engineer,
County of Monmouth, NJ

- **Providing leadership, direction, support, and professional development for staff.** As is often the case in admissions, the recruitment staff consists largely of highly committed young professionals eager to perform at a high level. The Director will provide an environment that encourages best practices in enrollment management, facilitates professional development that supports staff in cultivating the skills required to do that work, and provides clarity about roles and expectations for each team member in areas such as territory management. Similarly, this leader will provide direction and support to the operations staff, ensuring that their work and that of the recruitment staff are tightly integrated and well executed. Ideally, the Director will create a work environment where individuals feel supported and challenged and have a sense of achievement and progress, resulting in reduced turnover and greater continuity.
- **Cultivating relationships across campus and in the region.** Effective enrollment work cannot be done within enrollment management alone. St. Michael's prides itself as a welcoming community, and recruitment efforts at their best reflect this core value. The first set of relationships is internal—with colleagues in other departments who are invaluable in the recruitment process, including Student Financial Services, Athletics, and Marketing and Communications. Effective relationships with faculty are essential to ensuring that admission staff have relevant current information about academic programs and to engage faculty effectively in the recruitment process (most often at campus events and yield campaigns). In addition, the Director will build relationships with guidance officers in local and regional high schools, partner with these professionals, their schools, and the families they serve, and position SMC as a first-choice alternative for students and families.

DESIRED QUALIFICATIONS

The next Director of Admission must possess a bachelor's degree and a record of successful admission experience, preferably at a liberal arts college/university in the US. As travel is an essential feature of the role, the successful candidate must meet the driver's eligibility requirements as stated in the College's Vehicle Use Policy.

Characteristics of the ideal candidate include the following:

- **Strong leadership skills:** Ability to lead and inspire a team, fostering a collaborative and motivated work environment. Provides sufficient direction and training to support staff and enough latitude for them to perform at their best. Creates a collaborative, enjoyable work environment where staff feel like they have a voice in decision-making, understand their roles, and are excited about their work. Willing to roll up their sleeves to get things done.
- **Strategic thinking and action:** Capable of developing and implementing effective strategies to meet enrollment goals. Creative and detail-oriented, with the ability to generate and implement effective recruitment strategies.
- **Best practices in enrollment management:** Aware of and able to apply best practices in areas such as search, yield, and campus events, as well as less visible practices like developing and documenting consistent procedures that allow work to occur efficiently and effectively. A track record of success in achieving enrollment and net revenue goals with full-time undergraduates will be viewed favorably.
- **Excellent communication:** Proficient in both written and verbal communication, able to engage with prospective students, parents, and high school counselors. Strong presentation skills.
- **Commitment to mission:** Understanding of and appreciation for the Catholic values and liberal arts education philosophy of Saint Michael's and the ability to effectively communicate the benefits of that philosophy to the wide diversity of students SMC seeks to serve.
- **Data-informed decision-making and use of technology to enhance recruitment:** Skilled in using data analytics to inform recruitment strategies and track progress toward goals. Adept at utilizing CRM (preferably Slate) to support communication, decision-making, and execution. Blends the use of technology and data with a human touch.
- **Relationship building:** A connector with the ability to build and maintain strong relationships internally (with different departments across campus) and externally (with high schools, community organizations, and other key stakeholders). Focused on the needs and experiences of prospective students, ensuring a positive and supportive admissions process for students and their families.
- **Financial acumen:** Understanding of the financial aid process and ability to communicate effectively about tuition, scholarships, and financial aid options to convey both affordability and value. Creative with financial resources, willing to reinvest resources as needed to support emerging initiatives and priorities.
- **Cultural competence:** Personal and professional commitment to building inclusive work and learning environments. Adept at facilitating recruitment processes that attract students from a variety of backgrounds. Understands the impact, challenges, and barriers that racism, inequities, bias, and systemic oppression have on student access to higher education, and champions equity and access in enrollment management.
- **Adaptability:** Flexible and able to adapt to changing circumstances and new challenges in the higher education landscape within the framework of a coherent enrollment philosophy and SMC's unique mission and values.
- **Ethics and integrity:** Commitment to ethical practices in all aspects of the admissions process, ensuring fairness and transparency, and compliance with professional standards and relevant federal, state, and local regulations.





APPLICATIONS, NOMINATION & INQUIRIES

Academic Search is assisting Saint Michael's with this search. Prospective candidates may arrange a confidential conversation with Senior Consultant Dr. Scott Flanagan by booking [here](#). Please send a CV before your call to scott.flanagan@academicsearch.org.

To apply, a candidate should submit (in two separate attachments---PDF format preferred): 1) a letter of intent addressing how the candidate's experiences match the position requirements, and 2) a current CV/resume. Inquiries, nominations, and applications should be submitted electronically and in confidence to SaintMichaelsDOFA@academicsearch.org. When submitting a nomination, please include the nominee's full name, title, position, and email address. The hiring range is \$100,000 - \$125,000, commensurate with experience. **The position will remain open until filled. Review of applications will begin around March 1, 2025, and applications received by March 15, 2025, are guaranteed full consideration.**

Learn more about Saint Michael's College at <https://www.smcvt.edu/> and by watching [this video](#).

The College provides equal employment opportunities without regard to race, color, religion, sex/gender (including pregnancy), sexual orientation, gender identity, national origin, age, disability, marital status, veteran or active duty military status, familial status, height, weight, genetic information or any other status protected by applicable law.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Saint Michael's College in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

