ASSOCIATE DIRECTOR OF ADMISSIONS AND COORDINATOR OF DIVERSITY INITIATIVES SEARCH

SKIDMORE COLLEGE
Saratoga Springs, New York
skidmore.edu

Start Date: Summer/Fall 2022
Mission Statement

The principal mission of Skidmore College is the education of predominantly full-time undergraduates, a diverse population of talented students who are eager to engage actively in the learning process. The college seeks to prepare liberally educated graduates to continue their quest for knowledge and to make the choices required of informed, responsible citizens. Skidmore faculty and staff create a challenging yet supportive environment that cultivates students’ intellectual and personal excellence, encouraging them to expand their expectations of themselves while they enrich their academic understanding.

In keeping with the college’s founding principle of linking theoretical with applied learning, the Skidmore curriculum balances a commitment to the liberal arts and sciences with preparation for professions, careers, and community leadership. Education in the classroom, laboratory, and studio is enhanced by cocurricular and field-experience opportunities of broad scope.

Underpinning the entire enterprise are faculty members’ scholarly and creative interests, which inform their teaching and contribute, in the largest sense, to the advancement of learning.

The college also embraces its responsibility as an educational and cultural resource for alumni and for a host of nontraditional student populations, and for providing educational leadership in the Capital District and beyond.
At a Glance

**Established**
1903

**Enrollment**
2,700

**Financial aid awarded**
$68 million

**Student-faculty ratio**
8:1

**Students of color**
26%

**Total faculty**
320 full-time

**Faculty with advanced degrees**
80%

**Campus size**
1,200 acres

**Admissions:**
Number of applications in 2022: 13,000+
Acceptance rate: 26%
States represented: 44
Countries represented: 60
Student demographics: 41% men; 59% women;
3% identify as nonbinary
Languages spoken: 60+
Retention rate: 93%

**Academics:**
Majors: 44
Average class size: 16
Cooperative programs: 4+1 M.B.A. programs,
4+1 M.S.A., and 4+1 M.S.F.; B.S.N.;
Dual-degree programs
Study abroad programs: 120 in 45 countries
Participation in study abroad programs: 60%

**Campus Sustainability:**
Buildings geothermally heated and cooled: 37%
Electricity renewables from grid: 19%
Green Rating from The Princeton Review: 94/100

**Student Costs:**
Tuition and fees: $62,398
Dorm, double room: $9,834
Meals: $6,798

**Financial Aid:**
Students receiving aid: 55%
Students receiving needs-based grants: 52%
Merit scholarships awarded annually: 16-20

**Student Life:**
Participation in professional-level research: 20%
Students participating in internships: 85%
Varsity athletic teams: 19
Clubs and intramural sports: 20
Student clubs and leadership organizations: 120
Overview

Skidmore College is a highly ranked, residential, four-year liberal arts college situated on 1,200 acres of picturesque natural beauty in Saratoga Springs, New York. Consistently acclaimed in national rankings, Skidmore offers students an exemplary educational experience that pushes intellectual boundaries and empowers them to see a world of possibilities. Recognized as one of the “Nation’s Best Liberal Arts Colleges,” one of “America’s Most Entrepreneurial Colleges,” and a “Top Green College,” graduates possess the critical life skills, a commitment to living socially and environmentally responsible, and a deep understanding of themselves, fully equipped to emerge as leaders in a rapidly changing, global society. As Skidmore celebrates nearly 120 years, the community led by President Marc C. Conner, Ph.D., continues to advance its Strategic Plan as it strives to cultivate creativity in service of integrative learning, inclusive excellence, access, well-being, and sustainability.

Skidmore College has a rich history that dates back to the early 20th century when the school was founded as a women’s college in 1903. Since its inception, Skidmore has undergone many transformations including enhancements to campus facilities and sustainability efforts, funded research and internship opportunities, creation of 120 study abroad programs in 45 countries, and a long history of meaningful work in the areas of diversity, equity, and inclusion. Skidmore College is a dynamic community of 320 faculty and approximately 2,700 students drawn from a wide range of traditions and background across the U.S. and internationally. Students hail from 44 states and 60 countries and 26 percent identify as students of color. Diversity of perspectives is embraced at Skidmore and is a central component to the school’s Strategic Plan. In 2020, the school launched the Racial Justice Initiative aimed to establish direct action steps at Skidmore and in the Saratoga Springs community that would offer immediate and meaningful change in the direction of justice, community, truth, and reconciliation.
Skidmore College Opportunity Program

Since 1966 Skidmore College’s Opportunity Program (OP) has provided access to a high quality liberal arts education for talented and motivated students whose academic and financial circumstances would make them otherwise unable to attend Skidmore. OP consists of students from New York admitted through the state’s Higher Education Opportunity Program and students recruited through Skidmore’s Academic Opportunity Program who live outside of New York and/or have a family income that slightly exceeds HEOP guidelines.

The goal of OP is to realize student success pre- and post-graduation through the promotion of academic excellence; development of meaningful and inclusive social engagement; capacity to persist in the face of adversity; cultivation of a strong sense of purpose and meaning; development of trust in one’s agency; and motivation to contribute to the common good. These qualities are cultivated during the student’s undergraduate career at Skidmore and further facilitated by services offered through OP.

Associate Director of Admissions and Coordinator of Diversity Initiatives Search

Skidmore College seeks to hire an experienced admissions professional to serve as its Associate Director of Admissions and Coordinator of Diversity Initiatives. The Office of Admissions includes 20 staff members, many of whom have worked at the College for decades, and who value the warm, open-door ethos of the office and vibrant campus community. The Associate Director reports to the Director of Admissions. The successful candidate will be a creative leader in admissions, recruitment, and retention and identify strongly with the values of a liberal arts education. The Associate Director will participate in all aspects of a comprehensive undergraduate admissions program, including traveling, interviewing, candidate selection, and special projects. The Associate Director also will lead the Diversity Initiatives Team, which includes six colleagues from the admission office as well as a student intern, and have the opportunity to partner with colleagues throughout campus to support the work of diversity, equity, inclusion, and belonging. The next Associate Director of Admissions and Coordinator of Diversity Initiatives should be a team player who demonstrates integrity, thoughtfulness, and enthusiasm, and possesses superior organization, communication, and interpersonal skills. This person will have a genuine empathy for prospective families and an awareness of the needs and sensitivities of parents, students, faculty, staff, and administrators.
Priorities, Opportunities, and Challenges

The Associate Director of Admissions and Coordinator of Diversity Initiatives will join a collaborative admission team and dynamic college community engaged in the work of diversity, equity, and inclusion. Looking ahead, the priorities, opportunities, and challenges for the position include:

• Leading the Diversity Initiatives team in assessing and organizing recruitment efforts and events for underrepresented students. “Post COVID, there’s an opportunity to be creative about programming and connecting with students,” noted one team member.

• Developing, increasing, and sustaining partnerships with current students and colleagues across campus. “Once engaged, the student ambassadors are excellent—passionate about Skidmore and honest about their experiences,” noted one admission officer.

• Participating in campus-wide diversity, equity, inclusion, and belonging initiatives. When President Marc Conners arrived in the summer of 2020, he launched “A Community of Trust: The Racial Justice Initiative at Skidmore College” to embark upon direct action steps at Skidmore and the Saratoga Springs community that would offer immediate and meaningful change in the direction of justice, community, truth, and reconciliation. The new Associate Director has the opportunity to support this initiative and partner with community members to move this important work forward.

• Navigating and overcoming the distance between the Office of Admission and the main campus. The Office of Admission is located across the street from campus; it takes time and intentional effort to make connections, engage and interact across campus.

• Helping to identify and recruit students who would be eligible for Skidmore’s Opportunity Program.
Qualifications and Personal Attributes

• Bachelor’s degree.
• Five years or more of relevant admissions experience, particularly working with under-represented populations.
• Enthusiasm for and experience working with and supporting high school and college aged students, especially those often underrepresented in Higher Ed.
• Integrity, energy, thoughtfulness, and enthusiasm.
• Strong identification with the values of a liberal arts college.
• 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.
• Excellent organizational and event-planning skills and experience.
• Strong professional network of high school counselors and community based organization professionals is highly desired.
• Interest and ability to develop relationships and professional networks on- and off-campus is expected.
• Availability and willingness to travel and work nights and weekends.
• Valid driver’s license.
Learn More

Click on the links below to explore more about Skidmore College.

- School Website
- School Philosophy
- Strategic Plan
- School History
- Virtual Campus Tour
- Skidmore Rankings and Awards
- Diversity, Equity, and Inclusion
- Alumni Profiles
- About Saratoga Springs

To Apply

Interested and qualified candidates should reach out to Jennifer Christensen and Tom Marlitt 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:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of three professional references with the name, phone number, and email address of each (references will not be contacted without the candidate’s permission) to:

Jennifer Wong Christensen  
Senior Search Consultant  
jennifer.christensen@carneysandoe.com

Tom Marlitt  
Search Consultant  
tom.marlitt@carneysandoe.com