

Recruitment Faculty Fellows

Position Details

OVERVIEW

Amount of Support	\$2500
Number of Awards	Nine
Application Deadline	May 17, 2019
Notification Date	May 31, 2019

PURPOSE

The Strategic Enrollment Management process and Enrollment Management organizational structure at Wichita State have led to the university identifying faculty who desire to be more engaged in the recruitment process. Specifically, the Recruitment Faculty Fellows are intended to meet the stated objective of ***SEM Goal 1, “Develop activities that foster a culture of enrollment growth among faculty, staff and students.”***

The fellows will work in partnership with the Office of Admissions to recruit undergraduate domestic students during the 2019-20 academic year, for students to enroll at Wichita State during fall 2020 and spring 2020.

ROLE DEFINITION

The role will have two areas of focus:

- Engagement in the recruitment efforts of new students as coordinated by the Office of Admissions
- Serve as an advocate for recruitment efforts within the college and work to inform others about admissions activities and operations

The appointment will run August 2019 to the end of May 2020. The selected fellows work closely with the Office of Admissions staff and within the purview of the Academic Affairs office.

EXPECTED CONTRIBUTIONS

- Provide direct outreach to prospective students in high school and community colleges through scheduled visits
- Call 50 prospective students and/or parents per semester to discuss the faculty perspective and students' educational options, 30 of which need to be geared toward a combination of high-achieving and underrepresented students
- Present – or help solicit faculty presenters/participants – at recruitment events coordinated by Office of Admissions
- Serve in a staffing role for one large Office of Admission event each semester
- Be an advocate for recruitment during college faculty meetings and other informal discussions
- Serve in an advisory capacity for the Office of Admissions
- Be familiar – at a high level – of the Office of Admissions recruiting and business operations

WHO MAY APPLY

Tenure and non-tenure track professors, instructors and unclassified professionals teaching part or full-time from all WSU colleges.

SELECTION CRITERIA

Applications will be evaluated on the following criteria:

1. Understanding and support of SEM recruitment goals and tactics
2. Understanding of and commitment to recruiting prospective students
3. Creative ideas for recruiting prospective students
4. Ability and willingness to connect with others across campus to promote student recruitment

APPLICATION MATERIALS

Please include the following in your application packet:

- Letter of application which documents understanding of and plans to recruit future students, desire to do so and additional ideas in which faculty fellows could foster a university-wide approach to enrollment growth
- Letter(s) of support from the Dean or Chair of your academic unit that addresses how your participation is consistent with your professional development. The letter should also address how your application is consistent with Departmental/School goals for community engagement.

DEADLINE FOR APPLICATION AND NOTIFICATION

Submit all application materials listed above by creating a PDF of all application materials and email to Carolyn Shaw at carolyn.shaw@wichita.edu by the end of the day Friday, May 17, 2019.

Any questions about the program or application can be directed to Aaron Hamilton (aaron.hamilton@wichita.edu), Sr. Associate Director of Admissions, or Carolyn Shaw Associate Vice President for Academic Affairs.