**Recruitment Faculty Fellows**

# **OVERVIEW**

Amount of Support: $2,500

Number of Positions: 6

Application Deadline: Friday, April 25, 2025

Notification Date: Monday, May 5, 2025

# 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 and advance activities that foster a culture of enrollment growth among faculty, staff, students and alumni that promote a positive experience.”***

The fellows will work in partnership with the Office of Admissions to recruit undergraduate domestic students during the 2025-2026 academic year, for students to enroll at Wichita State during fall 2026 and spring 2027.

# ROLE DEFINITION

The role will have two areas of focus:

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

The appointment will run from August 2025 to the end of May 2026. 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
* Present – or help solicit faculty presenters/participants – at both in-person and virtual recruitment events coordinated by the Office of Admissions
* Serve in a staffing role for one large in-person or virtual 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
* Attend a campus visit to better understand prospective student and guest visit experience
* Develop and implement a group recruitment project
* Be familiar – at a high level – with the Office of Admissions recruiting and business operations
* Fellows may be asked to serve on the recruitment and retention committee in their college

# WHO SHOULD 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 Kayla Klein at [kayla.klein@wichita.edu](mailto:kayla.klein@wichita.edu) by the end of the day Friday, April 25, 2025.

Any questions about the program or application can be directed to Kayla Klein, Admissions Director, Communication.