



Hartford International
UNIVERSITY FOR RELIGION & PEACE

Hartford International University is seeking a Director of Recruitment and Enrollment Management

Hartford International University for Religion and Peace, a 187-year-old institution with programs that focus on interreligious dialogue and peacebuilding, is seeking an energetic and motivated Director of Recruitment and Enrollment Management to join a growing team. Diversity, equity, and inclusion have been part of our DNA for decades, and we are committed to building a diverse and inclusive staff to support our diverse student body and constituents. Hartford International is an equal opportunity employer.

Hartford International is in the midst of an exciting process of strategic change: redesigned academic programs, new partnerships, and emerging centers. In 2021, we changed our name from Hartford Seminary to Hartford International University for Religion and Peace (HIU) to better represent our longstanding mission as a place that builds community and works toward peace through interreligious understanding.

With the excitement of both our recent name change and the launching of our three new academic programs, Hartford International has experienced a significant increase in interest from potential students, both domestic and globally. The Director of Recruitment and Enrollment Management will lead the development, implementation, and monitoring of strategic recruitment and enrollment strategies at HIU. This senior-level position will report directly to the Dean, and work closely with the President. They will also be part of the Senior Leadership Team.

Position Overview

The Director of Recruitment and Enrollment Management will lead the University's efforts to attract, enroll, support, and retain students. As HIU's leader of Admissions, they will cultivate relationships with religion department chairs, college counselors, campus ministers, partner COOP MDiv institutions, and other appropriate contacts that support our enrollment goals. In-person work is required, with some flexibility for remote work. Availability to work evenings and weekends is required. Regional and domestic travel expected.

Major Responsibilities

- Cultivate potential students, both domestic and international, through the admissions process and matriculation into their programs.
- Develop, implement, and oversee an annual student recruitment and retention plan to support institutional goals and academic programs with their direct report – Assistant Director of Graduate Recruitment and Admissions.
- Oversee the management of all admissions office data.
- Identify and participate in on- and off-campus recruitment activities, and supervise the production of all University materials related to recruitment, in partnership with the Director of Communications.

Qualifications

We are seeking a candidate with 5-7 years experience in a student recruitment office; a bachelor's degree (required) or master's degree (desired). Experience working with and knowledge of religious institutions or communities; strong presentation, interpersonal, writing, listening, and organizational skills. Special consideration will be given to candidates who demonstrate an understanding of and appreciation for the complexity of interreligious education.

Applications and Nominations

To apply or nominate a candidate, please contact humanresources@hartfordinternational.edu. If applying, a resume, cover letter, and three professional references are required. Only candidates who are selected for interviews will be contacted.