



## **Dean of International Enrollment**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

Cranbrook Schools seeks a **Dean of International Enrollment** to start in July 2022. The position is a member of the Upper School Enrollment team, which the Dean of Upper School Enrollment leads. In addition to working closely with international students, families, consultants, and agents, the Dean of International Enrollment will collaborate with the Upper School Enrollment team on all the elements of the admission process, including admission events, shadow days, application reading, and prospective family tours. The Dean of International Enrollment will travel extensively to create/develop/maintain the funnel of international applications to Cranbrook.

### **Responsibilities include, but are not limited to:**

- In collaboration with the Dean of Upper School Enrollment, use data, market trends, and institutional priorities to plan 3-4 weeks of international travel.
- Develop and maintain relationships with international consultants and agents and coordinate any required contracts with them.
- Serve as the primary contact for upper school applicants who are non-US citizens.
- Serve as Designated School Official (DSO) and assist incoming students with the I-20 and F-1 visa application process. Remain updated on frequent regulatory changes.
- Serve as a liaison with school faculty, particularly with the International Student Coordinator and the Dean of Residential and Student Life; attend school faculty meetings.
- Participate in admissions committee meetings and work collaboratively with other members of the admission team.
- Present all international applicants to the admission committee.
- Conduct interviews with students and parents, including during weekends and evenings. Oversee follow-up with inquiries/applicants.
- Use information system to actively monitor progress of candidates, produce reports of work, etc.
- Present all international applicants to the admission committee.
- Works with the International Student Coordinator and residential life faculty to stay informed of the international student experience.
- Assist in the production of marketing materials.
- Plan and execute live and virtual events/receptions.
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.

**Requirements:**

- Bachelors degree required.
- Four or more years of experience in an admission or other school administrative role.
- Strong technological skills are needed.
- Willingness to work some evenings and weekends.
- Requires a valid Michigan driver's license with satisfactory driving record.
- Have experience and enthusiasm for working with individuals from various backgrounds and cultures.
- Have an interest in creating a diverse student body.
- Be collaborative, thoughtful, intentional, and creative in approach to working with colleagues across campus and prospective families.
- Demonstrate a high degree of integrity, punctuality, professionalism, and compassion.
- Enjoy being a trusted adult during students' entire time at Cranbrook.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu) or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment).

**(Please note that a fully completed employment application is required for consideration)**