



# Senior Vice President of Admissions

TRINITY MEDICAL SCIENCES UNIVERSITY

## CBIZ Talent & Compensation Solutions

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Trinity Medical Sciences University invites applications and nominations from dynamic and inspiring leaders for the position of Senior Vice President of Admissions.

## SUMMARY

**Trinity Medical Sciences University** is a private medical school with preclinical studies in St. Vincent and the Grenadines and clinical training in the U.S. It emphasizes small class sizes, personalized instruction, and strong USMLE preparation, partnering with U.S. hospitals for clinical rotations and residency placements.

## ABOUT TMSU

Trinity Medical Sciences University (TMSU), established in 2008, is a private medical institution dedicated to addressing the physician shortage in the United States and Canada. The university's Basic Science programs, including the Doctor of Medicine (MD) and Pre-Medical pathway to MD are conducted on its campus in Ratho Mill, Kingstown, Saint Vincent and the Grenadines. Clinical Science training is offered in Warner Robins, Georgia. Administrative operations are based in Roswell, Georgia.

### Academic Offerings

- **Doctor of Medicine (MD) Program:** A comprehensive curriculum spanning five terms of basic sciences followed by five terms of clinical core and elective clerkships. Early patient care exposure is facilitated through partnerships with Milton Cato Memorial Hospital in Kingstown.
- **Pre-Medical Pathway:** Tailored for students who need prerequisite courses for medical school entry, including a 5-year MD pathway with two terms dedicated to prerequisite coursework.



## Student Enrollment and Support

TMSU maintains small class sizes with an 8:1 student-to-professor ratio, fostering personalized instruction and mentorship. The university emphasizes early clinical experience, allowing students to engage in patient care from the first semester.

## Mission and Vision

- **Mission:** To cultivate a community of professionals committed to excellence in medical education, research, scholarly activity, and community service.
- **Vision:** To produce distinctive, caring physician-leaders who will transform the health of their patients through lifelong learning, research, and service.

## Strategic Goals

- **Enhance Student Success:** Commitment to providing initiatives and strategies that support academic excellence.
- **Enhance Research and Scholarly Activity:** Fostering an environment that encourages continuous educational growth and lifelong learning.
- **Promote Service to the Community:** Encouraging student participation in community service to make a positive impact locally and globally.

## Accolades and Recognitions

- **Residency Placement:** TMSU boasts a 96% all-time residency placement rate, reflecting the quality and preparedness of its graduates.
- **Accreditations:**
  - Recognized by the Educational Commission for Foreign Medical Graduates (ECFMG).
  - Listed in the World Directory of Medical Schools (WDMS).
  - Accredited by the Caribbean Accreditation Authority for Education in Medicine and Other Health Professions (CAAM-HP).
  - Approved by the U.S. Department of Veterans Affairs for the administration of veterans' benefits programs.

Through its commitment to excellence in medical education, research, and community service, Trinity Medical Sciences University continues to make significant contributions to the global healthcare landscape.

# UNIVERSITY LEADERSHIP



## DR. WARD ULMER

### President

Dr. Ulmer became President of Trinity Medical Sciences University in April 2024. Dr. Ulmer brings with him over 25 years of experience in higher education and a vast knowledge of how to lead faculty, administration, and students to success.

With a profound dedication to academic excellence, Dr. Ulmer has held leadership positions in education and business throughout his career. Prior to joining Trinity Medical Sciences University, Dr. Ulmer served as the Co-President for Academics at West Coast University, a university with specialties in healthcare-focused fields. In addition, Dr. Ulmer has previously served as the President of Walden University, an online institution serving adult learners pursuing degrees in nursing, mental health counseling, education, and business. During his tenure with Walden, Dr. Ulmer served in several leadership positions, including Chief Learning Officer and Vice President of College Administration, Associate Dean in the College of Management and Technology, and Vice President of Walden's Richard W. Riley College of Education and Leadership. Dr. Ulmer's additional experience includes holding leadership positions in education and business, serving as Chief Academic Officer and Chief Information Officer for Latimer Education and Senior Vice Provost for Strayer University.

Dr. Ulmer holds a Bachelor of Science in Business Administration from Charleston Southern University and a Master of Arts in Computer Resources and Information Management from Webster University. In addition, he earned two PhDs as a working professional, husband, and father: a PhD in Higher Education Leadership from Clemson University and a PhD in Applied Management and Decision Sciences from Walden University. It was this first-hand experience that has made Dr. Ulmer uniquely aware of the challenges adult learners face in pursuing an advanced degree.

In addition to his academic achievements, Dr. Ulmer has contributed significantly to the higher education field through publications, presentations, and guest podcast interviews on topics such as preparing for an encore career, leadership in a global workforce, and diversity, equity, and inclusion in the workplace. Dr. Ulmer also serves as a site visitor team member for the WASC Senior College and University Commission (WSCUC) and the Accrediting Commission of Career Schools and Colleges (ACCSC). In his personal life, Dr. Ulmer is an active member of the Men's Ministry Leadership and has been associated with the Fellowship of Christian Athletes for over 35 years.

# THE SENIOR VICE PRESIDENT OF ADMISSIONS

Positioned in Roswell, Georgia, the Senior Vice President of Admissions (SVPA) at Trinity Medical Sciences University (TMSU) is a key leadership role responsible for developing and executing a strategic vision for student recruitment and enrollment management. The VPA provides oversight of the admissions process, ensuring the university attracts, admits, and enrolls a diverse and qualified student body aligned with the institution's mission and academic goals. The role requires a dynamic, results-driven leader with extensive experience in admissions, enrollment management, and student recruitment, particularly within the medical and health sciences education sector.

## DUTIES AND RESPONSIBILITIES

### Strategic Leadership & Enrollment Management

- Develop and implement a comprehensive admissions strategy to meet enrollment targets and institutional objectives.
- Analyze enrollment trends and market data to refine recruitment strategies and improve student yield.
- Collaborate with university leadership to align admissions efforts with academic and financial goals.

### Admissions Operations & Process Management

- Oversee the entire admissions process, including lead management, team accountability, application review, candidate evaluation, and acceptance decisions.
- Ensure compliance with accreditation and regulatory requirements for medical school admissions.
- Leverage technology and data-driven approaches to enhance the admissions process and improve efficiency.

### Student Recruitment & Outreach

- Develop and execute national and international recruitment initiatives to attract a diverse student population.
- Build relationships with pre-med advisors, educational institutions, and professional organizations to enhance recruitment pipelines.
- Represent TMSU at recruitment events, on webinars, at conferences, and professional gatherings.

## Team Leadership & Development

- Lead and manage the admissions team, fostering a culture of excellence, accountability, and continuous improvement.
- Provide professional development opportunities and mentorship to admissions staff.
- Establish performance metrics and assess team effectiveness in achieving enrollment goals.

## Collaboration & Institutional Engagement

- Work closely with marketing, academic affairs, and financial aid teams to ensure a seamless student experience from inquiry to enrollment.
- Partner with faculty and administration to identify and implement innovative recruitment strategies.
- Report on admissions metrics and trends to senior leadership and the Board of Trustees.
- Work closely with the marketing department to create and execute campaigns aimed at attracting prospective students.
- Serve as the primary liaison between the admissions team and other departments, ensuring clear and consistent communication.
- Implement feedback mechanisms to continually improve the admissions process and student recruitment strategies.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree with significant leadership experience in enrollment management required
- Creativity in enhancing a contemporary state-of-the-art enrollment and admissions process.
- Knowledge of legal and regulatory issues in higher education enrollment management.
- Analytical, routinely making data-driven decisions.
- Demonstrated competency in effectively serving as a leader of change in a diverse and complex organization.
- Must be highly motivated, a self-starter, and self-disciplined.
- Must be a systems thinker and one who is student-focused and goal driven.
- Demonstrated competency in the management of financial/budget planning and operations execution.

## COMPENSATION

The compensation package will be generous and market-based, corresponding to the experience level and qualifications of the candidate.



## THE COMMUNITY

Roswell, GA, a charming city just north of Atlanta, is known for its rich history, scenic beauty, and vibrant downtown. Visitors can explore historic sites like Barrington Hall, Bulloch Hall, and the Roswell Mill ruins along the picturesque Vickery Creek Trail. The city's thriving culinary scene, boutique shopping, and local breweries make downtown Roswell a lively destination. Outdoor enthusiasts can enjoy the Chattahoochee River National Recreation Area, perfect for kayaking, hiking, and fishing. Just a short drive away, Atlanta offers world-class attractions, including the Georgia Aquarium, the Atlanta Botanical Garden, and the Martin Luther King Jr. National Historical Park. Sports fans can catch games featuring the Braves, Falcons, or Hawks, while music and entertainment lovers can explore the Fox Theatre or vibrant nightlife in Midtown. Known for its Southern hospitality, Roswell and the greater Atlanta area offer a mix of history, culture, and modern attractions.

- Visit Rowell, GA <https://www.visitroswellga.com/>
- Chamber of Commerce <https://www.gnfcc.com/>
- Explore Geogia <https://www.exploregeorgia.org>
- Discover Atlanta <https://discoveratlanta.com>



# APPLICATION & NOMINATION PROCESS

CBIZ Talent and Compensation Solutions, an executive search firm, is assisting TMSU with its search for this important leadership position. All calls and inquiries should be made through the search firm. Nominations and applications will be held in strict confidence and candidates will remain confidential until the final stage of the search, at which time the express permission of finalists will be obtained before making their candidacy public.

## APPLICATION PROCESS

- **STEP 1: *Complete Online Application***
  - Click [here](#) to begin. OR
  - Copy/paste the URL into browser: <https://www.surveymonkey.com/r/VPATMSU>
- **STEP 2: *Submit Your Application Materials***. Send the following documents in **PDF format**:
  - Cover letter
  - Résumé or curriculum vitae (CV)

### *Submission Details:*

- **Email to:** [ApplyHigherEd@cbiz.com](mailto:ApplyHigherEd@cbiz.com)
- **Email Subject line:** *SVP of Admissions, TMSU Application*

## KEY DATES

- Application will be reviewed as they are received.
- Interested candidates are encouraged to apply promptly. The position may be filled prior to the June 27, 2025 application closing date.

## Confidential Inquiries

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## Nominations & Application Questions

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