

Job Title: Director of Enrollment Management

Reports To: Campus President

FLSA Status: Exempt

Location: Babson Park, Florida

OVERVIEW: Under minimal supervision, the Director of Enrollment Management will lead and manage the Office of Admissions, including high school and community relations, undergraduate recruitment services, campus visits, and office operations. The Director will also be responsible for the development, design, and implementation of strategic enrollment management and recruitment efforts to support the University and Campus' goals for new undergraduate students as well as the establishment of a diverse student body. This position reports to the Campus President.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures the efficient processing of admission applications by developing and administering policies, procedures, and systems that provide quality admission services for prospective students.
- Effectively administers the University and Campus' undergraduate admission transfer of academic credit policies.
- Develop and implement a comprehensive student recruitment plan for undergraduate students.
- Develop, implement, and manage a data-driven recruitment strategies by effectively utilizing data from a variety of sources to evaluate student characteristics and trends to determine the competitiveness of the University/Campus.
- Develop and manage an inquiry pool through the use of student outreach, publications, etc.
- Provides leadership, management, and support for the recruitment efforts of the Office of Admissions.
- Chairs and participates on campus committees regarding undergraduate recruitment and coordinates effectively with academic and administrative units across the campus.
- Effectively administer the University/Campus' prospective and admitted student software systems and databases.
- Effectively utilizes the University/Campus resources in accomplishing enrollment objectives by planning, developing, and controlling the departmental budget.
- Provide information about the University/Campus and its enrollment policies to prospective students, their parents and other stakeholders.
- Create and implement recruitment and marketing strategies that align with the University's strategic plan.
- Research relevant and up to date and emerging trends in marketing and recruitment.
- Must be flexible with work schedule and available to work weekends and evenings when necessary.
- Serve as a key member of the Campus President's leadership team.
- Must be able to travel occasionally.
- Other related duties as assigned.

COMPETENCIES

- Excellent written and verbal communication skills.
- Ability to utilize good interpersonal communication techniques.
- Ability to resolve practical problems.
- Ability to pay attention to detail.
- Ability to remain professional at all times during stressful situations.

- Ability to work as part of a group or independently.
- Ability to multi-task, prioritize and organize work to meet deadlines.
- Ability to effectively present information and respond to questions.
- Ability to follow confidential procedures.

COMPUTER SKILLS:

- Ability to use electronic mail software to include Microsoft Outlook.
- Ability to use internet browser software to include Internet Explorer.
- Ability to use Microsoft Office software to include Word.

PHYSICAL DEMANDS:

- The employee must be able to occasionally lift and/or move up to 20 pounds.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time standing, sitting and/or walking.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using their hands to write, handle, control, or feel objects.

WORK ENVIRONMENT

This position works in a climate-controlled environment with a quiet to moderate noise level.

SUPERVISORY RESPONSIBILITIES:

Train, manage, motivate and directs assigned staff.

ADDITIONAL REQUIREMENTS:

- No recent driving violations.
- In possession of a current driver's license.

EDUCATION, EXPERIENCE, and TRAINING:

- Master's Degree in relative field
- 2-3 years of experience in admissions/student services area highly preferred

How to apply:

Email a copy of your Curriculum Vitae (CV) and a cover letter outlining your interest and your qualifications.

Job Type: Full-time

Salary: \$70,000.00 - \$80,000.00 per year

Benefits:

- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement
- Vision insurance

Ability to commute/relocate:

- Babson Park, FL 33827: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person