

Job Title: Admissions Project Manager
Reports To: Director of Enrollment Management
Position Type: Full-Time, 12-Month
FLSA Status: Exempt
Remote Work: Unavailable

OVERVIEW: Under the supervision of the Director of Enrollment Management, the Project Manager of Admissions provides leadership and support in the development of enrollment objectives, communication planning and oversees reporting strategies to support the University's goals for new undergraduate students, transfer students and graduate students. Provides data required to meet the needs of the Admissions Department by using query management tools and working with technology, to facilitate the use of relevant, standard, or custom meaningful data from structured data sources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works to assess and devise statistical methods for identifying data patterns, and trends in data sources, and integrating data using a variety of qualitative and quantitative techniques to inform actionable insights and data-informed decision-making.
- Contributes to developing and implementing a communication plan for prospective students, including personal appointments, virtual information sessions, email and text messaging inquiries, and information requests.
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- Provides support for developing, supervising, and training admissions staff, professional staff, and student workers.
- Provides ongoing technical expertise which utilizes advanced knowledge and understanding of federal regulations and University policies and procedures related to student and course information by helping to implement, validate, and test related student information systems.
- Supports core functions for Admissions (e.g., Undergraduate Admissions, Financial Aid & Scholarships, Registrar, Outreach & Post-Secondary Programs, New Student and Family Programs, Enrollment Support Center, and Veterans Student Services) by developing and maintaining a high-level understanding of the University's student information system as well as the data and business process needs of those offices.
- Understands the interrelationships between student information systems and data extraction to support strategic enrollment management.
- Assists staff in the implementation of business process redesign solutions and new technology upgrades.
- Contributes to the overall success of the Admissions Department and the University by performing all other duties and responsibilities 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:

- Proficient ability to use Microsoft Office software including Excel, Access, Word, and Outlook.
- Proficient ability to use Admissions databases and software, including but not limited to Verity.
- Proficient ability related to the development, maintenance and utilization of comprehensive information systems deployed by a business or educational institution.
- Demonstrated experience utilizing a database management system.

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.

TO APPLY Email your resume to John Robinson, Director of Enrollment Management, at:
robinsonjm1@webber.edu

Note: Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons, with or without notice. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.