**DIRECTOR OF ENROLLMENT (FT)**

Albany Campus

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Director of Enrollment. Under general supervision of the Vice President of Student Affairs, the Director of Enrollment will provide overall leadership for admissions (traditional, dual enrollment, international, etc.) and enrollment management for the institution. He/she will be responsible for planning and managing enrollment strategies and activities of new and re-entering students to the college. He/she will be responsible for the development of necessary programs and services designed to assure student access, ease of entry and successful transition into college. The Director will utilize Banner to evaluate the progress of students from their recruitment through enrollment, provide feedback to the Vice President of Academic & Student Affairs, and/or Enrollment Management Committee and other affected campus areas, and will maintain responsibility for administering and managing department budgets to include setting priorities for budgets and monitoring and approving budget expenditures. He/she will maintain knowledge of new developments and innovative enrollment management practices, be responsible for monitoring the overall enrollment pipeline and collaborating with key academic and administrative stakeholders to identify trends. The Director will propose new strategies and execute collaboratively with multiple teams, monitor enrollment conversion progress, pipeline growth, campaign outcomes and other key performance indicators. He/she must be able to compile, create and communicate reports related to recruitment, enrollment and retention. He/she will engage in long-term planning and evaluation, as well as resource assessment and management, recommend and participate in the development of policies as necessary to properly implement effective enrollment services, implement, explain, interpret and enforce policies, develop collaborative strategies and hold subordinates accountable for meeting goals. He/she will analyze and use data to inform strategic enrollment decisions, participate as a highly active member of the Enrollment Management Team and oversee, develop and execute strategies that positively contribute to the enrollment growth in programs. The Director will oversee the department’s testing operations and must have knowledge of various assessments, ensure test security, and create and maintain assessment databases. In addition to overseeing all aspects of testing, the director will participate in performing testing duties and administering exams as well, when needed. He/she will generate reports to inform Vice President for Student Affairs and other college stakeholders of student’s enrollment statuses as required. He/she should have knowledge of admissions requirements and knowledge of student information system(s). The Director will serve as the primary administrator for the Customer Relationship Management (CRM) system, ensuring it supports recruitment, admissions and retention efforts. He/she will also serve as the trainer of CRM functionalities and service as the student affairs point of contact for system updates and integrations alongside the IT Dept. The Director must regularly collaborate with marketing to enhance outreach and branding for prospective students. He/she must have skills in the operation of computers and job related software programs, and have the ability to provide instruction to others on the use of equipment and processes. He/she must possess good decision-making and problem-solving skills, have good analytical skills, marketing and recruitment skills, organizational skills, leadership skills and oral and written communication skills including interpersonal relations. He/she must develop partnerships with high schools, community organizations, and other institutions to increase student pipelines. This position will require the need for flexibility in working outside of normal business hours to include early morning, evenings, weekends as well as frequent travel within the service delivery area as well as travel outside of the service delivery area when needed. Occasional out of town overnight stays may be required.

**Minimum Qualifications:** The candidate MUST have a Baccalaureate Degree from an accredited College or University in Business Administration, Business Management or related field \*AND\* have five (5) years of experience in management or enrollment management.

**Preferred Qualifications:** The candidate MUST have a Master’s Degree in Business Administration, Business Management or related field \*AND\* seven (7) years of experience in management or enrollment management.

**Physical Demands:** Work is typically performed in an office environment with intermittent sitting or walking in various settings. Hand and finger motion may be utilized for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |