



POSITION TITLE: Executive Director for Enrollment Services

Job Code: 15304

POSITION DESCRIPTION:

With minimal supervision from the Vice President for Student Affairs, the Executive Director for Enrollment Services is responsible for leading admissions and registrar operations, overseeing recruitment, enrollment, compliance, and student records while managing staff, budgets, and strategic initiatives. This position serves as a key leader in driving student engagement, institutional partnerships, and overall enrollment success.

- Supervising the Registrar and Admission Offices
- Evaluating employees at scheduled intervals upon reviewing of all relevant information
- Executing and serving as the point of contact for the admission process for all competitive admission programs
- Overseeing efforts of and training personnel for the use of the customer relationship management tool
- Maintaining student records and monitors access for compliance with federal and state laws
- Planning and managing activities and communication to achieve recruitment and enrollment goals for new and re-entering students
- Planning and implementing graduation exercises
- Developing and implementing a comprehensive recruitment and communication plan
- Assisting in marketing and public relations activities
- Creating an annual budget and planning for respective units
- Serving as a key leader in the management and implementation of high school initiatives
- Maintaining up-to-date policies, procedures, and state or federal laws that may impact department initiatives
- Creating and maintaining a high-performance environment characterized by positive leadership, strong team orientation, and a dedication toward providing outstanding customer services on a daily basis
- Develops and maintains a working relationship with internal and external contacts to promote the technical college and TCSG
- Other duties as assigned

COMPETENCIES:

- Interpersonal skills
- Coordination, planning and organizational skills
- Excellent computer skills
- Effective communication skills, both written and verbal
- Ability to work independently and collaboratively with others or in teams
- Ability to work with complex systems in a fast-paced and dynamic environment
- Skills in problem solving and critical thinking

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university
- Five (5) years of experience in a post-secondary institution which reflects excellent administrative skills, written and verbal communication skills, and the ability to work effectively with a diverse group



of individuals

Note: Experience may substitute for the degree on a year-for-year basis

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited college or university in business, educational leadership, vocational administration, counseling, or a closely related field.
- Experience working with Ellucian products and/or Salesforce products (specifically TargetX)
- Experience working in a technical college setting
- Experience in a higher educational environment preferably in Student Affairs or Enrollment Management

SALARY/BENEFITS:

Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and the State of Georgia Flexible Benefits package.

APPLICATION DEADLINE:

Open Until Filled

TO APPLY:

Please submit an online application using the OTC online job center website. 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, 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 for faculty positions. Official transcripts are required to be submitted to HR upon acceptance of a written job offer. For more information, please contact the Executive Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Ogeechee Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person(s) have been designated to manage inquiries regarding the nondiscrimination policies:

- Christy Rikard, Vice President for Student Affairs, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, crikard@ogeecheetech.edu
- Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 711, Assessment Center, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu