
Job Opening

Senior Director of Enrollment Services

Wor-Wic Community College is accepting applications for a senior director of enrollment services to provide leadership for the student onboarding process including admissions and records, career services, early college initiatives, financial aid, and new student outreach, and to take the lead role in the implementation of the college's enrollment management plan. Duties include implementing and maintaining a data tracking and communication system to evaluate the progress of students from outreach through the onboarding process; providing regular reports to management; leading student outreach for credit and non-credit students; and analyzing enrollment trends, and institutional and market data to recommend adjustments to enrollment planning, targeting of resources and course scheduling. Requirements for the position include a master's degree; five years of work experience in higher education; experience supervising staff in admissions and records, career services, enrollment management, financial aid or student recruitment; enrollment management planning and implementation experience with demonstrated understanding of processes, technology and planning required to meet enrollment goals; effective oral and written communication skills; strong interpersonal, computer, database management, leadership and supervision skills; knowledge of retention factors and an understanding of the diverse academic and socioeconomic backgrounds of students; and budget management skills. Preference will be given to applicants with a doctorate degree or AACRAO Strategic Enrollment Management endorsement (American Association of Collegiate Registrars and Admissions Officers) and experience utilizing marketing strategies in enrollment management. This position is required to work evenings on a rotating basis, and occasional weekends, including registration and the annual commencement. This is a full-time position with excellent fringe benefits. To be considered for this position you must apply through Wor-Wic's online employment application system. The position will remain open until filled.



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Wor-Wic is an equal opportunity employer.