



Director of Enrollment Systems

Department: Admissions

FLSA Status: Exempt

Grade/Level: N/A

Work Schedule: M-F, 8:30 a.m. until 5:00 p.m.,
weekend and evening work as required,
12 months.

Job Status: 1.0 FTE

Reports To: Associate Vice President and Dean of
Admission

Amount of Travel Required: 20%

Positions Supervised: Data Support Specialist

POSITION SUMMARY:

Provides professional and technical leadership and management for the Institutional Enrollment (IE) Information Systems and operations in support of the IE Team, by coordinating with the senior management team (Vice President for Institutional Enrollment, Associate Vice President for Institutional Enrollment and Dean of Admission, and Associate Vice President for Institutional Enrollment and Executive Director of Financial Aid). Performs recruitment-related job duties. Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendors/experts

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Management Functions- Enrollment Systems

- Manages the process by which the yearly 4,000+ applications for admission are submitted, imported, acknowledged and prepared for review.
- Manages the process by which admitted student records are entered into the campus-wide student information system (Colleague).
- Develops and maintains system audits to ensure data integrity and accuracy. Works closely with the IE Senior Management Team and the Office of Information Technology to communicate and resolve system challenges.
- Coordinates necessary training for IE staff to enhance knowledge of and comfort with the various IE software applications needed for recruitment efforts.
- Coordinates technological support for IE activities as part of the overall project management duties.

Recruitment Functions

- Participates in the recruitment of prospective students as assigned.

- Assists with on campus recruitment and public relations activities utilizing Austin College administrators, faculty, students and alumni. .

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Provides general assistance with departmental administrative tasks.
- Attends job related workshops, meetings and/or conferences.
- Performs other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE: (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: Bachelor's degree from an accredited four- year college or university. Three years admission, enrollment management, systems or other related field.

Preferred: Experience utilizing Customer Relationship Management (CRM) System.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, records, files, reports, presentations, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to inform, or persuade the intended audience.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- work evenings and weekends;
- maintain regular and consistent attendance;
- travel frequently;
- maintain valid Driver's License and clean driving record;
- use cognitive skills to: solve problems, pay attention to detail; organize work or assigned projects; develop, plan, and implement goals;
- convey thoughts clearly and concisely, listen well, and ask appropriate questions as needed;
- work collaboratively with all levels of employees;
- work under general supervision;
- balance multiple projects and unstructured tasks within deadlines;
- work under pressure while maintaining a professional demeanor;
- work with all levels of employees and or third parties;
- maintain confidentiality regarding sensitive matters;
- reflect professional appearance and behavior at the office and at all work-related activities;
- model high standards of honesty, integrity, trust, and ethical behavior.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions. and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the following must be demonstrated:

- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making;
- Service Orientation – Exhibits a 'customer friendly' demeanor with internal and external customers;
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives;
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely.
- Listens well and asks appropriate questions;
- Teamwork – Works effectively with other employees. Offers help when needed.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required. Ability to drive a vehicle.

WORK ENVIRONMENT: Typical environment is an office setting with moderate noise. May work in other locations on or off campus to include outdoors.

DISCLAIMER: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____