

# Assistant/Associate Director of Enrollment Systems

Date Posted: 03/13/17

Division/department: Enrollment Division

Reporting relationship: Associate Dean for Enrollment Director of Financial Aid

Location of job: Trippet Hall, Garden Level

Work schedule: Monday through Friday, 37 ½ hour work week, additional hours as required.

Exemption status: Exempt Payroll status: Monthly

## Primary Function

The Assistant/Associate Director is responsible for the implementation and successful execution of all recruitment processes, and the systems that support those processes. Working with the Dean for Enrollment Management, Director of Admissions, and Director of Financial Aid to help the College meet its enrollment goals.

## Summary of Duties

### Office management

1. Manage ongoing implementation and building of CRM (Slate) functionality, which is expected to be a continuous process post-implementation.
2. Work with Enrollment staff to design and/or implement recruitment plans, measure and report effectiveness of those plans, support Financial Aid tasks and reporting needs, and provide training and/or technical advice and support.
3. Coordinate application processing calendar
4. Design and implement office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
5. Performs other tasks necessary to support the work of the Deans.

### Data Entry

1. Assist with training of operational staff in optimal Slate data entry procedures and documentation. Monitor and review data entry for accuracy on a daily basis.
2. Create, execute and produce queries from Slate database to ensure data integrity and accuracy. Assist with maintenance, updates and dissemination of Slate coding documentation.
3. Create and run Enrollment reports from Slate on a regular and ad hoc basis as needed for the entire enrollment team in concert with the Coordinator for Enrollment Application and Data Management.
4. Manage data imports from Common Application, Parchment, College Board and ACT.
5. Ensure data accuracy by performing regular data integrity checking and system monitoring.
6. Provide historical reference by defining procedures for retention, protection, retrieval, transfer and disposal of paper and electronic records.

## Enrollment Support

1. Gather/collect, compile/summarize information and statistical data from CRM, Informer, and other systems for enrollment reports and projects in partnership with the Office of Institutional Effectiveness; this includes assembling, categorizing and classifying facts and figures, and determining format and layout.
2. Manage a small enrollment territory, but travel not required.
3. Perform other duties as assigned.

### Qualifications include:

1. Bachelor's degree required.
2. Minimum of three years' experience in database administration or data analytics or related work. Work in a higher education environment preferred.
3. Experience with Technolutions (Slate) and/or an Enrollment database, MS SQL, HTML, and Adobe Acrobat preferred.
4. Anticipate and resolve software issues with Technolutions, Ellucian, Informer and Image Now.
5. Ability to act independently and to carry out the duties and responsibilities of the position without specific supervision by people or procedures, on a regular and continuous basis.
6. Knowledge and understanding of data gathering, organizing and problem-solving.
7. Possess strong human relations and effective communication skills with incoming publics with assistance on matters pertaining to this position. Possess qualities conducive to establishing and maintaining effective relationships with co-workers in a small office setting and courteous management of telephone calls, messages and visitors.
8. Ability to maintain confidentiality.
9. Ability to manage detail, manage multiple projects, meet deadlines and work with frequent interruptions.
10. Ability to acquire new knowledge and develop new skills
11. Ability to identify with, share in and have a commitment to the mission, and goals of Wabash College.

To apply for this position please upload a cover letter, resume, and contact information of three professional references by choosing apply now option on this site.

Wabash College, a liberal arts college for men, seeks faculty and staff committed to providing quality engagement with students, high levels of academic challenge and support, and meaningful diversity experiences that prepare students for life and leadership in a multicultural global world. We welcome applications from persons of all backgrounds. EOE.