

Westminster College Position Vacancy

Director of Enrollment Operations

Applications are being accepted for full-time administrative position of Director of Enrollment Operations at Westminster College, in New Wilmington, Pennsylvania. Reporting to the Vice President for Enrollment Management, the Director of Enrollment Operations (EO) develops the strategic vision of enrollment operations, technology and data, and executes the strategic plan to support the development and implementation of the undergraduate recruitment plan.

This position oversees, manages and serves as the technical lead for the College's Admission CRM platform, Technolutions Slate, to support the institution's enrollment goals, specific to data processing, system utilization, and analysis all supporting recruitment goals. The Director of EO provides leadership and technical guidance in the management, maintenance, and administration of Slate and other related software.

The Director of EO will be responsible for building communication sequences, workflows, reports and queries to inform both internal and external audiences of key enrollment metrics and data. This person must be technical and detail-oriented, as the position is responsible for the accuracy and effectiveness of admission data entry, data operations, analysis and reports. The Director of EO is also responsible for the direct supervision of staff members in the Enrollment Operations department and must have strong communication and interpersonal skills.

Experience Required

3-5 years of successful administrative experience in admissions and enrollment operations. Experience with a CRM in a technical capacity and supervisory experience required. Slate is strongly preferred. Expertise working with Student Information Systems, ideally Jenzabar, is preferred;

Skills, Characteristics Required for Position

This position requires a strong leader who thinks strategically and can design technology-supported processes to implement admissions strategies. Must be a creative problem-solver with excellent interpersonal skills.

- Ability to lead others and provide guidance and direction to staff that support recruitment objectives;
- Understanding of an undergraduate recruitment cycle;
- Ability to effectively use data for analysis and assessment;
- Strong communication skills (writing, speaking, editing);
- Proficiency with Slate and Excel;
- Ability to work independently on complex projects;
- Ability to meet deadlines.

Qualified individuals should submit a cover letter, resume, and the names and contact information for at least three professional references by email to schedikh@westminster.edu Review of applicants will begin on **November 15** and continue until the position is filled.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.