

Dean of Enrollment Management
Manhattan School of Music (NY)

Direct Link: <https://www.AcademicKeys.com/r?job=135984>

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Posted Jan. 9, 2020, set to expire May 10, 2020

Job Title Dean of Enrollment Management
Department Enrollment Management
https://issuu.com/msmnycdocs/dean_of_enrollment_listing-02.07.20?fr=sMzFmMzI1NTQ1Ng
Institution Manhattan School of Music (NY)
New York, New York

Date Posted Jan. 9, 2020

Application Deadline Open until filled

Position Start Date Summer 2020

Job Categories Dean

Academic Field(s) Enrollment Management/Registrar
Admissions/Financial Aid

Job Website <http://msmnycd.edu>

Apply By Email provost@msmnycd.edu

Job Description

The Dean of Enrollment Management will be joining Manhattan School of Music at a pivotal moment as it moves into its second century, seeking to build on its tradition of excellence while securing its long-term future through proactive planning and resource development. The successful candidate will join an institution with a clear vision for the future and a Board of Trustees and senior leadership council whose members are committed to working in a collaborative and supportive spirit. All share a strong commitment to enhance the School's reputation as a leader in professional music education with a history of excellence.

Domains:

In effectively executing the Dean of Enrollment Management's portfolio of responsibilities, the successful candidate will:

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- Lead dynamic enrollment planning and recruitment efforts that align with the institution's strategic plan and reflect the changing demographics of domestic and international students; manage balanced enrollment (majors, program levels, etc.) within the college.
- Manage Admissions and Financial Aid, Registrar, and International Student Services; establish departmental and staff goals that are aligned with the School's goals and strategic plan.
- Collaborate with the EVP/Provost to establish enrollment goals by major and level, including annual and multi-year goals, using historical enrollment data, enrollment trends in higher education, and MSM's strategic plan.
- Maintain current and accurate enrollment and scholarship statistics by major, level, citizenship, and faculty studio assignments, and provide regular enrollment and scholarship updates to the EVP/Provost, President, and CFO to inform updated MSM annual financial forecasts and to ensure accurate reporting to the Board of Trustees.
- Develop and continually refine, with the EVP/Provost and senior leadership, the financial aid distribution model to meet strategic enrollment and financial goals.
- Develop relationships with external constituents to enhance and create new enrollment pipelines.
- Assign admitted students to faculty studios, in consultation with the EVP/Provost and in collaboration with Dean of Academic Affairs.
- Share enrollment details with department chairs and with the Deans of Students, Academic Affairs, and Performance and Production Operations to plan multiple-year programming, faculty loading, and overall planning to meet students' needs.
- Evaluate, track, and communicate with students who request a Leave of Absence or Withdrawal; manage the communication timeline for students returning from a Leave of Absence.
- Establish processes, procedures and timelines for the Office of the Registrar to build courses with faculty teaching loads, as assigned by the Dean of Academic Affairs, in appropriate physical space and time blocks, and register students for subsequent terms in a timely and efficient manner.
- Promote a culture of data-driven enrollment management that informs the framework for assessment of students' readiness and potential for success and leads to improving retention, persistence and graduation rates.
- Utilize benchmarking surveys (e.g., IPEDs and NACUBO) within higher education and from peer institutions to drive strategic enrollment planning.
- Ensure best practices for registration and data integrity are followed as standard operating procedures within the Registrar's Office.
- Collaborate with the EVP/Provost and Dean of Academic Affairs in fiscal planning of academic and instructional costs, based on current and planned enrollment goals.
- Collaborate with Media and Communications to develop engaging marketing strategies that increase national and international recognition of MSM.
- Ensure all annual federal and state reports related to enrollment, admissions, and financial aid are submitted accurately and on time.

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- Work with the Director of Financial Aid to ensure that internal controls and processes related to the distribution of financial aid are accurate and timely.
- Collaborate with the EVP/Provost, Dean of Academic Affairs, and the Associate Dean of Assessment and Academic Programs to support internal and external program reviews.
- Serve on President's Council, Provost's Council, Council of Chairs, Curriculum Committee, Assessment Committee, and lead the Enrollment Leadership Team.

Preferred Qualifications:

Manhattan School of Music seeks a confident, self-assured, and innovative leader with superb analytical, communication, and interpersonal skills to serve as its Dean of Enrollment Management. The successful candidate will lead a dynamic, energetic, and dedicated enrollment management team that consists of the Offices of Admissions, Financial Aid, the Registrar, and International Students, and have a deep understanding and demonstrable experience with strategic enrollment planning within the framework of a highly diverse, arts-focused institution.

- Minimum of 5 years of leadership in enrollment management, including recruitment, retention, and data analysis that informs strategies for enrolling prospective and graduating current students, including distribution of institutional and government-funded financial aid.
- Demonstrable knowledge of higher education enrollment trends and best practices in student recruitment and academic success.
- Experience and appreciation for working in a music or arts-related academic institution.
- Successful record and enjoyment of working collaboratively with colleagues across constituency groups (faculty and staff).
- Ability to effectively communicate and present to key stakeholders (prospective students/families, campus colleagues, and external contacts).
- Experience supervising, leading, and inspiring a team of staff that collaboratively work to support all aspects of enrollment management.
- Successful management of budgets (departmental personnel, recruitment budgets, and financial aid allocation).
- Sensitive to needs of a diverse national and international population.
- Master's degree or commensurate experience preferred.

Contact Information: Send cover letter, résumé/curriculum vita, and list of three references to:
Dean of Enrollment Management Search Committee/Office of the Executive Vice President and Provost
(provost@msmnyc.edu)

For fullest consideration, application materials should be received by February 7, 2020.
Application review will continue until position is filled.

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EEO/AA Policy

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Dean of Enrollment Management Search Committee
Office of the Executive Vice President and Provost
Manhattan School of Music (NY)
New York, NY

Contact E-mail provost@msmny.edu