

Executive Director of Graduate Enrollment - Department
of Graduate School (22381)
Northern Illinois University

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Posted Jan. 31, 2023, set to expire Dec. 7, 2023

Job Title	Executive Director of Graduate Enrollment - Department of Graduate School (22381)
Department	Graduate School
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Jan. 31, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer
Academic Field(s)	Graduate Education
Job Website	https://employment.niu.edu/postings/69367

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Job Description

Reporting to the Dean of Graduate School and Associate Vice President of International Affairs, the Executive Director of Graduate Enrollment provides direction and leadership to the enrollment management efforts of both domestic and international graduate students to include lead generation, inquiry cultivation, application management, pre- and post-admit communications, and retention. Working with key internal stakeholders, the Executive Director works to develop proactive and nimble strategies to adjust to changing environments and trends in recruitment and admission of graduate students; uses best practices and current technological solutions to manage search, inquiry, and applicant pools, and maintains communications throughout the student lifecycle to facilitate retention and timely degree completion.

Working collaboratively with the Dean of Graduate School, academic deans, graduate program directors, and the Vice President of Enrollment Management, Marketing and Communications, the Executive Director will develop a goal-focused and results-driven graduate enrollment management



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plan designed to meet enrollment targets related to quantity, quality, and diversity and will support other university enrollment initiatives. The Executive Director leads a team of professional staff focused on identifying, admitting, enrolling, retaining, and graduating graduate students.

Contact Information

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

Contact

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