

Associate Director for Data Analytics, Enrollment
Management
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=242426>

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Posted Jul. 31, 2024, set to expire Jul. 12, 2025

Job Title Associate Director for Data Analytics, Enrollment
Management

Department

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jul. 31, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

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

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Associate-Director-for-Data-Analytics--Enrollment-Management_RQ28294

Apply By Email

Job Description

The **Associate Director for Data Analytics, Enrollment Management** will be a key member of the Enrollment Management team who understands Admissions and Financial Aid strategies for undergraduate students and how to harness data and analytics to shape, influence, and model enrollment. The Associate Director will be charged with developing and refining data-driven strategies and ensuring leadership has the necessary insights needed to make informed decisions that advance institutional goals throughout the enrollment cycle.

This position will guide the ongoing development of analytical approaches by way of enrollment forecasting and modeling that will be key in ensuring strategic enrollment. In addition to being a data

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leader within Enrollment Management, the individual will also sit on the institutional Data Governance Committee. The Associate Director title will be commensurate with experience.

The primary responsibilities are, but not limited to:

- Develop and render timely, official admissions reports and provide ad-hoc data and analyses to the Enrollment Management team and University Leadership
- Apply advanced statistical analysis, data mining, and predictive modeling to drive growth and inform decisions related to Admissions and Financial Aid
- Collaborate with external vendors and Enrollment Management teams to optimize recruitment, admissions, as well as financial plans and targets
- Analyze application data to help optimize admissions decisions
- Collaborate closely with Information Technology, Admissions, and Financial Aid on data related tasks, including but not limited to dashboard creation and forecasts
- Partner with leadership in the Division of Enrollment Management to support all departmental systems functions and enhancements throughout the pre-college, admissions, and financial aid cycles

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- Develop and assess enrollment management processes, where data and analytics can assist in more robust and effective decisions
- Assist the Systems team in the development of Slate best practices and projects aimed at increasing operational efficiencies
- Assist as needed with admissions recruitment events on- or off-campus
- Must have flexibility to work occasional evenings and weekends to assist with on-campus events and other essential projects
- Other duties as assigned

Required background:

- A Bachelor's Degree. Master's Degree preferred.
- 5+ years of data analytics and systems experience within Enrollment Management

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- Experience with Technolutions Slate or other CRM platforms or enterprise student systems
- Experience with Power BI or other business intelligence/data visualization software
- Proficiency in statistical software and modeling techniques
- Demonstrated competency synthesizing qualitative and quantitative analyses
- Strong communication skills, both verbal and written
- Ability to effectively communicate with both technical and non-technical team members
- An analytical, technical, and creative demeanor and mindset
- The ability to manage multiple tasks and establish priorities
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Familiarity with FERPA and other federal compliance policies

- Advanced proficiency in Excel and PowerPoint
- The ability to work on a team, on independent projects, and collaborate with internal and external parties including consultants and other university departments

Preferred background:

- 8+ years of progressive experience with data analytics in Enrollment Management/Higher Education
- Experience with SQL or other programming languages
- Familiarity with Web development/HTML

Department

Admissions Operations



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General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

NSF ADVANCE Institution Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.



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Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

Contact Information

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

Contact