

Enrollment Manager Alcorn State University

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Posted Oct. 18, 2024, set to expire May 10, 2025

Job Title	Enrollment Manager
Department	Graduate Studies
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Oct. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Enrollment Management/Registrar
Job Website	https://jobopps.alcorn.edu/postings/7368

Apply By Email

Job Description

To coordinate and oversee the progression of graduate students, and to certify completion of the various degree programs, and serve as the Designated School Official (DSO) for international students.

Knowledge Skills and Abilities

- Knowledge of Office management techniques and procedures.
- Knowledge of best practices in administrative support functions.
- Proficiency in word processing, spreadsheets, databases, and publishing packages.
- Strong communication skills, verbal, written, and interpersonal.
- Ability to organize and perform tasks efficiently within time constraints.
- Ability to establish and maintain effective and professional relations with various constituencies.
- Ability to handle confidential/sensitive personnel issues and student issues.

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Essential Job Functions

Admissions:

- Oversees the entire enrollment process from inquiries to registration
- Maintains and verifies BANNER student data
- Manages the electronic and printable admissions process
- Processes application information, including manual data entry and electronic uploads to ensure compliance
- Communicates admission statuses and decisions to students and departments
- Organizes and performs enrollment procedures and responds to registration questions
- Cross-trains staff in application and enrollment processes and updates
- Develops and maintains communication processes with prospective students and applicants
- Monitors the academic progress of students for continuous enrollment

Graduate Recruitment:

- Implements innovative recruitment strategies to attract a diverse and qualified pool of applicants
- Represents the university at graduate fairs, conferences, and other recruiting Events both locally and nationally
- Conducts informational sessions and webinars to educate potential applicants about program offerings, admission requirements, and financial aid opportunities
- Establishes and maintains relationships with prospective students through Official communications and follow-up interactions
- Collaborates with university departments, alumni, and external organizations to leverage partnerships that enhance recruitment efforts
- Assists candidates in navigating the admissions process, providing guidance on application procedures, documentation, and timelines
- Coordinates with the marketing team to create compelling promotional materials and digital content that highlights the strengths and unique aspects of graduate programs
- Utilizes social media platforms and other digital tools to enhance engagement and reach a broader audience
- Maintains accurate records of recruitment activities and prospective student interactions in the CRM system
- Generates reports on recruitment outcomes, applicant trends, and return on investment of recruitment activities

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- Provides feedback and recommendations to enhance the effectiveness of recruitment strategies and admission processes

Other Duties

- Other related duties, as assigned

Qualifications

Minimum Education

Associate's degree in business administration, Office Management, Secretarial Science, or a related field

Minimum Experience

Three (3) years of experience in an academic setting or related area

Contact Information

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

Contact