

Director for Enrollment Management Systems
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=250380>

Downloaded On: Dec. 19, 2024 9:59am

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

Job Title Director for Enrollment Management Systems

Department Admissions Operations

Institution Stevens Institute of Technology

Hoboken, New Jersey

Date Posted Dec. 12, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Enrollment Management/Registrar

Computing/Informational Services

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-for-Enrollment-Management-Systems_RQ28776

Apply By Email

Job Description

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The **Director for Enrollment Management Systems** will be responsible for providing guidance to Stevens Institute of Technology Enrollment Management Division and Systems team and in support of the day-to-day technical operations. This individual will support high-quality execution and leadership of technology supported business processes, specifically related to systems management (e.g. Technolutions Slate), including project management, as well as process design and refinement. The individual will be a leader on Systems team within Enrollment Management and will report to the Senior

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Director for EM Systems, Data, and Reporting. The individual will also play a complementary role assisting in the planning, implementing, analyzing, and executing of strategies to help achieve institutional goals.

The primary responsibilities are, but not limited to:

- Assist in the development and maintenance of Slate best practices and lead the ongoing development of Technolutions Slate CRM system for all Enrollment Management functions including but not limited to: application reading and management, recruitment, and financial aid
- Manage, develop, and supervise members of the Systems team and support all members of the admission staff in developing skills to manage the Undergraduate Slate instance
- Oversee development and stewardship of all Slate projects for divisional and institutional partners (e.g. Pre-College Programs, Financial Aid, Registrar, Academics, Student Life)
- Assist in the identification and implementation of AI tools to aid Enrollment Management processes and achieve efficiencies
- Assist in the implementation of communication creation, review and approval procedures; provide guidance for best practices using liquid markup, looping, and Campaign functionality to further automate and create efficiencies

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- Maintain robust Documentation Database and ongoing development of both the database and its stakeholders, ensuring procedures are accurately documented and adhered to
- Assist in the planning and implementation of summer systems projects as well as Cycle Prep
- Partner with Enrollment Management leadership to support all departmental systems' functions and enhancements throughout the Admissions lifecycle
- Oversee Slate and perform daily activities related to the regular maintenance and administration such as queries, reports, forms, events and oversight of Consolidate Records and Retention Policies
- Assist as needed with admissions recruitment events on- or off-campus
- Serve as back-up and advisor to Senior Director for Enrollment Management Systems, Data, and Reporting as appropriate on relevant matters
- Must have flexibility to work occasional evenings and weekends to assist with on-campus events and other essential projects
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Other duties as assigned

Required background:

- A Bachelor's Degree. Master's Degree preferred.
- Experience with Technolutions Slate or other CRM platforms
- 5+ years of undergraduate admissions systems/operations experience, and broad knowledge of higher education
- Minimum of three years supervisory experience
- High attention to customer service
- The ability to communicate with technical and non-technical individuals

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- An analytical and technical demeanor and mindset
- An interest in finding faster, effective and more efficient ways to complete projects and tasks
- The ability to manage multiple tasks and establish priorities
- Advanced knowledge 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 undergraduate systems/operations experience
- Project management experience

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- Experience with SQL programming language
- Experience with Web development/HTML

This position is predominantly remote. *

Department

Admissions Operations

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,

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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.

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