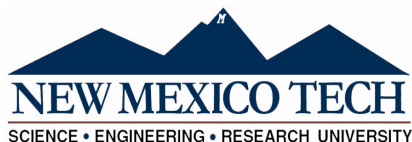


Posted: January 17, 2024



POSITION ANNOUNCEMENT

TITLE: EXECUTIVE DIRECTOR, ADMISSIONS AND ENROLLMENT MANAGEMENT

DEPT: ADMISSIONS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$85,000-\$95,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: January 25, 2024* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Reporting to the Vice President for Student Life, the Executive Director of Admissions and Enrollment Management oversees undergraduate admissions and recruitment, early outreach and the cross-functional teams to support campus-wide enrollment management strategies. The Exec Director is responsible for providing strategic direction in these areas and assuring that leaders of each area complete the tactical work necessary to achieve the goals of the Strategic Enrollment Management Plan. The Executive Director will conduct strategic analyses and execution across campus resulting in a direct impact to NMIMT's enrollment its process and targets.

The Executive Director serves as the main conduit for information, innovation and problem resolution between Enrollment Management and the other departments and divisions of the University.

The incumbent will possess a thorough knowledge of administrative practices within a student affairs environment; of student services, including enrollment management and student retention models and practices; organizational development; working knowledge of personnel and fiscal administration and working knowledge of computer applications in Student Affairs administration.

JOB FUNCTIONS:

Leadership and Strategic Planning

35%

- Lead campus efforts to identify, recruit, enroll, retain and graduate a diverse student body in alignment with the university's mission, university goals, enrollment targets, forecasted enrollment trends and fiscal requirements.
- In collaboration with various departments and Deans, Vice Presidents, and other campus leaders develop short- and long-term plans and meet strategic enrollment objectives.
- Responsible for the leadership, management, planning, administration, direction and evaluation of the Enrollment Management units which serves prospective students, applicants, enrolled students, family members, faculty, staff, alumni and community partners.
- Evaluates effectiveness of the multi-year enrollment strategies and continuously modifies to assure the most impactful, cutting edge and benchmarked initiatives are deployed using a data-centric approach.
- Collaborates with Academic Affairs, Student Life, Office of Research and Administration & Finance to ensure a coordinated campus culture that is student-centered, strategy focused, evidence-based and consistent with NMIMT's values.
- Serves on appropriate university committees as necessary.

- Assures a comprehensive training plan for staff is developed, implemented and assessed in Enrollment Management

Administration

20%

- Conduct consistent department evaluations to determine how efficient it is running and, if necessary, recommend ideas of improvement
- Assures a comprehensive training plan for staff is developed, implemented and assessed in Enrollment Management
- Prepare and present annual statistical reports
- Serve as a key member of the Student Life Leadership Team
- Formulate metrics, policies and procedures for establishing and achieving objectives in student recruitment, admissions, marketing, communications, registration, retention and graduation

Admission and Recruitment

40%

- Lead enrollment planning efforts by working closely colleagues across the university and community partners to develop, implement and modify a multi-year strategic enrollment management plan with associated strategies to achieve the University's qualitative and quantitative enrollment goals and objectives at the university, department and program level.
- Collect and leverage data and analytics to inform enrollment management decision making in strategy and all aspects of operations
- Cultivates, develops, and maintains relationships with counselors and other key liaisons at area high schools and community colleges.
- Collaborate across divisions to design and offer recruitment events at regional high schools and community colleges, and on the campus.
- Identify cross-divisional partners and work with them to leverage and amplify outreach and recruitment efforts.
- Collaborate with campus partners to develop enrollment marketing to build brand awareness of the University, academic programs and co-curricular offices while presenting to and engaging diverse prospective student markets, their families and their high school/community college personnel.
- Lead efforts to establish positive working relationships with high school, community college and community partners and initiatives.
- Represents the university to prospective and current students and parents.

Performs other duties and special projects as assigned by the Vice President for Student Life.

5%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Student Affairs, STEM area or related fields. Thorough knowledge of modern management and administrative techniques related to the development and implementation of appropriate methods of work planning, scheduling, and coordination. Ability to reason logically to analyze and solve organizational and managerial problems. Ability to prepare and present oral and written reports which are clear, concise and comprehensive; ability to interpret and apply complex policies and procedures. Ability to establish and maintain cooperative working relationships with a variety of officials and co-workers, with an awareness of and sensitivity to the educational goals of a multi-cultural population. Ability to plan, coordinate and independently implement administrative decisions. Strong management, interpersonal, and communication skills, including ability to work effectively with people of diverse backgrounds and ability to collaborate across organizational lines. Ability to plan, organize, administer, develop and implement strategies and policies and apply good judgment in proposing or implementing solutions. Participate in the development and implementation of goals, objectives, policies and priorities for advancing the mission and vision of the university. Ability to manage and provide guidance for institutional change and in developing innovative solutions to serve institutional needs. Researching and planning processes (e.g., analytical methods and techniques; needs assessment methods, strategic planning principles, project management principles and practices). Ability to communicate complex information and work collaboratively with university administrators, faculty, staff, students, and community and academic partners outside the institution. Understand current trends, locally, regionally, and nationally related to student recruitment and enrollment management.

DESIRED QUALIFICATIONS:

Master's Degree in Student Affairs, STEM area or related fields. Speaks and communicates in Spanish.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu