

Edison State Community College invites qualified candidates to apply for the full-time position of Enrollment Manager. The Enrollment Managers primary responsibilities include strategic new-student enrollment planning, outreach, recruitment, admission, and orientation. The Enrollment Manager will coordinate off-campus programs, high school presentations, and business and industry visits. The Enrollment Manager will work as a team member to promote Edison State and to provide CCP advising to students within the local school districts. Responsibilities include implementation of events, career and college-preparation advising for high school students, coordination of external CCP advising and registration, and to recruit students into Edison State programs. Traditional and adult student recruitment is required as needed.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer

Functional Responsibilities:

Enrollment Management:

- Recruit high school students into Edison State programs & provide college admissions information to prospective students.
- Develop academic plans and action plans for students to prepare for and apply to Edison State Community College.
- Conduct classroom presentation and workshops at local high schools.
- Participate in adult student recruitment initiatives and events.
- Participate in strategic recruitment planning to increase traditional and adult student populations.
- Represent Edison State off-campus to prospective students, parents, secondary school counselors, and other individuals or organizations involved in the college selection process.
- Plan and implement recruitment activities.
- Guide prospective applicants through the admission process and inform them of opportunities at Edison State.
- Identify and engage in outreach to diverse populations of prospective students.
- Work collaboratively with enrollment management leadership to establish and meet enrollment targets.

College Credit Plus:

- Provide Advising and registration services to CCP Students within the local high schools and at the Piqua Campus.
- Serve as a mentor for prospective Edison State Community College Students.

- Interpret and apply Edison State’s placement model, including use of multiple measures.
- Instruct students of the transfer process and be familiar with all transfer advising resources, including career tech articulation agreements, Transfer Module, Ohio Transfer to Degree Guarantee, and Transferology.
- Facilitate CCP informational meetings for high schools in coordination with the Enrollment Management team.

Other:

- Participate in regular and on-going assessment and measurement of the effectiveness of initiatives.
- In close consultation with the Director of Enrollment Management for the Piqua Campus, develop and assess ongoing strategic communications including email, print, and other media.
- Coordinate and facilitate new student orientations for the campus and as necessary for area high schools.
- Attend staff meetings and other meetings as needed.
- Complete other duties as assigned by the Director of Enrollment Management.

Required Knowledge, Skills, and Personal Qualifications:

A background in teaching, academic advising, counseling, education, or related field is desirable. Individuals should possess strong organizational and leadership skills, excellent written and oral communication skills, excellent customer service skills; and the ability to work with a diverse student population and community at large. Driver’s license and reliable automobile required for transportation between sites. A professional background check is required.

Required Experience:

Three to five years of experience working with high school or college level students is desired. Experience serving populations within a high school or community college setting is desired.

Required Educational Background:

Bachelor’s Degree required. Master’s degree in counseling, student personnel, education or related area is preferred.

Supervises following staff:

This position supervises student workers as needed.

Other:

Evening and weekend hours are required.