



Enrollment Manager, Career Technical Centers

Edison State Community College invites qualified candidates to apply for the part-time position of Enrollment Manager. The Enrollment Manager is a key team member providing strategic outreach, recruitment, enrollment, and transition support for students attending Career Technical Centers (CTCs). This position is responsible for developing and implementing strategies that increase awareness of and access to Edison State career-technical education programs and programs of study, while coordinating College Credit Plus (CCP) programming and secondary-to-postsecondary pathways with Career Technical Centers. The Enrollment Manager will promote Edison State's Career Pathways model and career-technical programs of study and serve as a primary point of contact for CTC students, guiding them through admissions, enrollment, academic and career pathway planning, and the transition from secondary career-technical education to postsecondary education, credential attainment, and employment. This position operates in alignment with institutional priorities, applicable Perkins V requirements, and priority needs identified through the College's Comprehensive Local Needs Assessment (CLNA), maintaining strong relationships with students, school counselors, families, Career Technical Centers, workforce partners, and other CTE stakeholders.

To be considered, candidates should include cover letter, resume, and list of education/work experience, including job titles in

chronological order when completing their online application.

Edison State Community College is an EOE/AA Employer.

****This position is 100% grant funded.***

****This position is approximately 26 hours per week, 43 weeks per years, totaling 1118 hours per year. Hours will be established annually prior to each fiscal year.***

Functional Responsibilities:

CTE Outreach, Access, and Enrollment:

- Execute and support outreach, recruitment, and transition activities designed to increase awareness of and access to Edison State career-technical education programs and programs of study among Career Technical Center students, including students from special populations and populations experiencing identified participation or performance gaps.
- Develop and implement outreach and student-support strategies that address barriers to access, participation, persistence, and completion in career-technical education programs, including barriers identified through the College's Comprehensive Local Needs Assessment.
- Represent Edison State career-technical programs and pathways at Career Technical Center events, career fairs, community events, and workforce development initiatives.
- Conduct outreach to Career Technical Centers, secondary partners, community organizations, workforce organizations,

and industry partners to increase awareness of career-technical programs of study, postsecondary opportunities, and career pathways.

- Design and deliver presentations and career exploration activities tailored to students' educational, career, and transition needs.
- Analyze CTE student outreach, participation, enrollment, transition, and outcome data to identify gaps and inform continuous improvement strategies.
- Engage in professional development through relevant professional organizations.

College Credit Plus Programming:

- Develop, coordinate, and maintain College Credit Plus (CCP) programming for Career Technical Center students that supports dual enrollment and strengthens secondary-to-postsecondary career pathways and programs of study.
- Provide CCP-related advising and enrollment support to Career Technical students, including guidance on course selection, program-of-study alignment, and secondary-to-postsecondary pathways.
- Facilitate seamless transitions from secondary CTE and CCP participation into aligned postsecondary education, credential, degree, and career pathways.
- Support CCP students in understanding placement processes and requirements, in coordination with applicable Edison State policies and offices.
- Educate students and families about postsecondary education, credential, career pathway, and transfer

opportunities and maintain expertise in transfer advising resources, including articulation agreements, Transfer Module, Ohio Transfer to Degree Guarantee, and Transferology.

- Coordinate CTE and CCP informational meetings, career pathway activities, and transition/orientation sessions for students, families, and Career Technical Center staff.
- Collaborate with Career Technical Center counselors, instructors, and administrators to identify and support students pursuing CCP opportunities and secondary-to-postsecondary career pathways.
- Monitor CTE and CCP student participation, persistence, transition, and outcomes and coordinate appropriate outreach, referrals, and supports to promote student success.
- Assess CTE outreach, CCP programming, pathway participation, transition, and student outcomes within Career Technical Centers and recommend improvements based on data, stakeholder feedback, Perkins performance priorities, and identified CLNA needs.
- Other duties as assigned.

Required Knowledge, Skills, and Personal Qualifications:

- Working knowledge of career-technical education programs, programs of study, secondary-to-postsecondary pathways, and applicable grant requirements.

- Demonstrated knowledge of enrollment management principles and practices, including recruitment strategies and admission processes.
- Working knowledge of College Credit Plus programming and Career Technical high school partnerships.
- Strong ability to communicate complex academic requirements and admission policies to prospective students.
- Working knowledge of applying data-informed decision-making to support CTE access, enrollment, student success, and continuous improvement goals.
- Excellent written and oral communication skills.
- Demonstrated commitment to and ability to work with various student, faculty, and staff populations.
- Ability to develop and maintain excellent working relationships with all levels of students, faculty, staff, and community partners.
- Detail-oriented with strong organizational skills.
- Proficiency with Microsoft Office applications and student information systems.
- Ability to manage several projects with multiple deadlines simultaneously.
- Valid driver's license and reliable transportation.

Preferred Experience:

Three or more years of experience working with high school or college-level students, with experience in career-technical education, dual enrollment, enrollment management, advising, or a related area preferred.

Required Educational Background:

Bachelor's degree required. A Master's degree in counseling, student personnel, education, or a related area is preferred.

Supervises following staff:

This position does not have supervisory responsibility.

Schedule:

This position is approximately 26 hours per week, 43 weeks per year, totaling 1118 hours per year. Hours will be established annually prior to each fiscal year.

Other:

Evening and weekend hours are required.

Funding:

**This position is 100% grant funded. Continued employment is contingent upon annual grant funding and performance in meeting established deliverables.*