JOB DESCRIPTION

JOB TITLE: Director of Enrollment Management
DEPARTMENT: Enrollment Management
REPORTS TO: Assistant Dean of Enrollment Management
POSITION STATUS: Full-Time, Exempt

GENERAL SUMMARY: The Director of Enrollment Management provides expertise and skills to develop and implement initiatives necessary to achieve overall recruitment and enrollment goals. Reporting to the Assistant Dean of Enrollment, the Director provides input and support to continuously evaluate the effectiveness of programs and develop best practices within the enrollment function. This position monitors the process for leading prospective students to apply and then enroll at the law school. The Director will utilize LSAC resources to retrieve applicant data, create reports, and make analysis and recommendations critical to the development of recruitment and enrollment. The Director provides considerable expertise in the development of enrollment initiatives through the creation and dissemination of email and print communications and will work with professional organizations. This position provides information to law school applicants about admissions programs, resources and requirements. The Director will meet with prospective students and parents to educate and advise them about the admission and enrollment processes, including financial aid, academic programs, and campus resources. The Director reads and evaluates candidates’ applications and academic credentials to determine admission and scholarship eligibility. The Director collaborates with campus leadership to contribute to the evaluation of enrollment policies and procedures. The Director oversees the coordination of on campus student enrollment activities such as open houses, information sessions, and the student worker lead campus visitors program. In addition, this position participates in law school fairs and recruitment events, as well as remains engaged in law enrollment related organizations that contribute to the department’s ability to be effectively meet enrollment goals.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develops and implements student enrollment strategies by leveraging resources to maximize effectiveness of programs.
- Creates and develops enrollment reports by capturing student data to deliver current and accurate information to support goal attainment.
- Builds and maintains reports that generate data on point-of-contact activities and application generation up and through new student enrollment.
- Generates reports and conducts data analysis to evaluate effectiveness of enrollment projects.
- Contributes data and findings to help coordinate all recruitment events and will represent the law school by traveling nationwide to off campus recruiting programs, events, and conferences.
- Collaborates with colleagues in a professional manner to provide advice and feedback necessary to maintain consistency in all enrollment programs and departmental functions.
- Provides input to develop budgets and maintains accurate accounting to expenditures relate to enrollment projects.
- Provides expertise and knowledge of prospective students required to develop and evaluate present and new enrollment programs.
- Assigns and overseas department staff and work study students to ensure projects are completed in a timely manner.
• Stays abreast of national trends in law school enrollment to contribute to the innovative programs.
• Reviews applications and credentials of applicants to make admission and scholarship decisions.
• Support all areas within enrollment management to meeting institutional enrollment goals.

KNOWLEDGE, SKILLS & ABILITIES:
• Bachelor’s degree required. Master’s degree or JD degree preferred.
• 2 or more years prior law school or higher education enrollment office experience a plus.
• At least 5 years experience working in a professional office environment.
• Knowledgeable about law admissions guidelines, polices, and best practices.
• Ability to collaborate with other professionals on projects and tasks.
• Ability to maintain confidential and highly sensitive student information.
• Ability to gather and collect data and build excel reports.
• Must be able to represent the organization in a professional manner.
• Excellent communication and listening abilities: persuasive and negotiation skills, strong professional writing, public speaking, interpersonal and public relations skills. Responsible for both small and large group presentation.
• Strong customer service skills combined with a strong work ethic and a self-motivated approach toward achieving consistent results.
• Ability to multi-task and deliver work product under tight deadlines.
• Leadership, project management, and planning capabilities.
• Must be able to travel both weekdays and weekends.
• Possess a sincere interest in helping others achieve life goals.
• Computer skills including Microsoft Office in Word, Excel, and PowerPoint.
• Working knowledge of ACES 2 desired.

PHYSICAL REQUIREMENTS:
• Able to sit or stand, type, read or write for extended periods of time.
• Able to handle high level of stress in a useful, constructive manner.
• Able to lift/carry materials and publications up to 20 pounds.
• Able to perform the essential functions of the job with or without accommodation.

WORK SCHEDULE:
• 40 hours per week, generally Monday through Friday. Travel: average 20%-25%. Weekends and evenings as necessary. Ongoing training and skills enhancement.