ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

SIHASIN

POSITION DESCRIPTION

POSITION: Enrollment Director
POSITION NUMBER: 0341.2
PAY GRADE: E6
FLSA STATUS: Exempt
DEPARTMENT: Admissions
REPORTS TO: Provost

JOB PURPOSE:
The Enrollment Director manages the recruitment and admissions process for the university. Works closely with academic faculty and staff to set goals for admissions and to review challenges and concerns. Supervises recruitment, admissions, and enrollment staff to ensure effective and efficient processing and evaluation of student applicants. Manages data collection and enrollment records. Oversees Admissions, Dual Enrollment, Recruitment and Retention, and the Registrar.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:

- Provides oversights of the budget and daily operations of the Enrollment Office.
- Develops and promotes a yearly enrollment plan that will achieve university enrollment goals.
- Oversees the supervision of staff, including work allocation, scheduling, training, and problem resolution.
- Hosts regular staff meetings to ensure communication among personnel regarding departmental activities.
- Increases staff effectiveness by recruiting, hiring, selecting, orienting, training, coaching, counseling, evaluation and disciplining, and terminating personnel appropriately; communicates values, strategies, and objectives.
- Obtains, develops and maintains necessary personnel, training, and equipment to achieve financial, operational, and compliance expectations.
- Evaluate all applications based on specific criteria to determine who gets an acceptance letter.
- Provides leadership in positioning the University in the student marketplace to expand University visibility so as to attract, select, enroll and retain a diverse student body.

- Coordinates the design and implementation of consistent communication through the admission process and throughout enrollment.
- Enhances the working relationship with internal and external communities.
- Administers academic policy and university regulations that govern process of recruitment and enrollment of students.
- Work with various departments across the campus to reach out to prospective students.
- Act as the public face of the school during networking and admissions events.
- Answer questions over the phone, through email, or in person from students.
- Coordinate with other departments and professionals before upcoming events on campus.
- Develops and maintains relationships with internal and external student and academic affairs offices to facilitate communications and cooperative efforts that ensure optimal programs and processes for beginning, transfer, and graduate students.
- Serves on university committees and task forces.
- Manages collection and retention of applicant data, including beginning freshman, transfer, graduate, and/or special admissions.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Master's Degree in Business Administration, Finance or related field.
- Five years admissions, recruitment, and enrollment experience.
- Three years in a management capacity.
- Higher Education experience preferred.
- Valid state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies.

PREFERRED QUALIFICATIONS/REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, pertaining to enrollment.
- Knowledge of principles and procedures related to admissions and enrollment operations.
- Knowledge of eligibility requirements and application procedures for enrollment.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to communicate effectively, both verbally and in writing.

- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to manage projects according to established goals and objectives.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee may be required to sit for prolonged periods, walk and stand.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Have normal auditory, visual acuity, and verbal communications skills.
- The employee must occasionally lift and/or move up to 15 pounds.

WORK ENVIRONMENT

- Office setting.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.