Title: Director of Enrollment Management

Reporting Authority: Reports to the Vice President for Student Affairs

Position Description: The Director of Enrollment Management reports to the Vice President for Student Affairs and manages the daily operations of undergraduate and graduate admissions, implementing and administering initiatives designed to target, recruit, admit and enroll undergraduate and graduate students to Florida Memorial University.

Primary Responsibilities:

- Responsible for creating, analyzing, interpreting, and forecasting enrollment data for strategic planning and accomplishing the enrollment targets for undergraduate and graduate admissions.
- Responsible for generating weekly, monthly, quarterly enrollment yield reports.
- Implement and develop initiatives designed to target, recruitment, admit and enroll undergraduate and graduate students.
- Draw upon national best practices to plan and implement marketing and technology-driven recruitment and communication efforts.
- Prepares and executes the annual budget.
- Manages and supervise the certification process for international students.
- Increase the awareness of the admissions process to students, faculty and staff.
- Develop, recommends and implement policies and procedures as appropriate;
- Supervise Admissions professional, support and student staff;
- Monitor the data integration of to achieve the goals of the department;
- Represent the University in meetings with external organizations and individuals as appropriate
- Directs and enhances outreach efforts to inform prospective students of services within the university (i.e. Financial Aid, Scholarships, Residential Life, Academic Affairs etc.)
- Performs other related duties as assigned

Qualifications:
Bachelor’s degree required. Master’s preferred; 10 years related experience, 4 years must be in an admissions and/or recruitment supervisory capacity; experience with the recruitment programming; and working knowledge of automated systems. Demonstrated interpersonal, communication, organizational and analytical skills are essential. Excellent written and verbal communication skills required. Strong interpersonal and collaborative skills are vital.

Special Requirement:
- Ability to travel to workshops and conferences on behalf of the university.
- Ability to work flexible schedule including evenings as needed.
- Subject to criminal background check prior to employment.

Applicants must submit a detailed letter of interest addressing the job announcement, a resume, and unofficial transcripts to jobs@fmuniv.edu or Director of Human Resource Management, Florida Memorial University, 15800 NW 42 Avenue, Miami Gardens, FL 33054.

Florida Memorial University is an Equal Opportunity/Affirmative Action Employer