

Director, Admissions and Enrollment Management
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251505>

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Posted Jan. 14, 2025, set to expire May 8, 2025

Job Title Director, Admissions and Enrollment Management
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 14, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

Posting Details

Position Information

Position Title: Director, Admissions and Enrollment Management

Requisition Number: SCA00811

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General Description

The Director of Admissions and Enrollment Management provides dynamic and innovative leadership in advancing student recruitment and admissions strategies designed to meet the recruitment, outreach, operational and enrollment goals of the College. The Director is responsible for managing a comprehensive admissions program for domestic and international students and is responsible for oversight and supervision of staff members within the department, including the continuous improvement of systems and processes designed to meet enrollment goals.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Provide visionary leadership for a comprehensive Admissions department including direction and guidance to direct reports.
- Provide feedback/recommendations to assist the Dean of Enrollment Management in identifying opportunities for enrollment growth and innovation.

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- Design and implement evidence-based multi-year strategic recruitment plans directed at attracting targeted cohorts to the College.
- Develop and manage communication plans designed to attract targeted cohorts to the College.
- Collaborate with the Office of Marketing and Government Relations and other constituents to implement appropriate marketing tools to attract targeted cohorts to the College.
- Supervise processes related to the recruitment, evaluation and admission of international students.
- Coordinate processes and activities that ensure prospective students receive timely and exemplary service during the recruiting and admissions processes.
- Utilize technology to meet enrollment goals including managing CRM software and implementing social media based tools/strategies.
- Provide oversight of the Welcome Center/Recruitment and Outreach, Admissions Operations, International Student Services, and Information Center areas.
- Compile and analyze recruitment and admissions statistical reports, including but not limited to studying feeder high schools, zip code and other demographic trends, and marketing and advertising outcomes.
- Manage the operational budget for the department.
- Participate in all phases of personnel management including the selection, supervision, training and evaluation of administrative and classified staff to provide the department with a knowledgeable and effective workforce.
- Collaborate with other Enrollment Management departments (i.e. Records and Registration, Financial Aid, Veterans' Resource Center) to support a cohesive enrollment management strategy.
- Collaborate with other Student Affairs departments to carry out the philosophy of a student-centered institution within an integrated enrollment services environment.
- Collaborate with Academic Affairs to achieve enrollment goals established for academic programs and to evaluate, admit and enroll students to both open and select programs.
- Serve on the Student Affairs Leadership Team, Enrollment Management Committee, standing committees, task forces, and other college leadership teams as appointed.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Perform assigned duties in a manner consistent with the mission, goals and core values of the College.
- Deliver quality customer services to both internal and external constituents in a professional helpful and courteous manner.

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- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited institution of higher education required.
- Five (5) years of progressively responsible experience in higher education admissions or a related enrollment services delivery area required.
- Experience supervising the work of others required.
- Proficiency with Microsoft Office applications and familiarity with enterprise-wide software required.
- Proficiency with CRM software required.
- Demonstrated excellent leadership skills and the ability to manage and lead staff required.
- Solid awareness and application of enrollment management trends related to achieving enrollment goals that includes use of technology and social media based tools required.
- Demonstrated ability to make data-driven decisions required.
- Strong commitment to a customer service environment and development of innovative solutions required.
- Ability to demonstrate a collaborative approach to problem resolution required.
- Ability to be proactive in improving services through direct outreach to students and external partners required.
- Strong verbal and written communication skills required.
- Ability to present workable resolutions to student and staff problems required.
- Ability to work effectively in a team environment, both as a team leader and participant, required.
- Demonstrated commitment to the mission of an urban Community College, and the ability to work effectively with an ethnically and culturally diverse campus community required.

Preferred Qualifications

- Master's degree preferred.
- Management experience in a collective bargaining environment preferred.
- Banner experience preferred.
- Understanding of Web analytics and social media marketing preferred.
- Bilingual in Spanish preferred.

Work Location: Main Campus

Benefits Summary



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Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 5

Min Salary/Hourly Rate: \$72,073

Max Salary/Hourly Rate: \$118,920

Job Posting Open Date: 11/20/2024

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

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Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate

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- Other
- 3. * Do you have five (5) years of progressively responsible experience in higher education admissions or a related enrollment services delivery area?
 - Yes
 - No
- 4. * Do you prior supervisory experience required?
 - Yes
 - No
- 5. * Do you have experience in an collective bargaining environment?
 - Yes
 - No
- 6. * Do you have proficiency using Banner, Slate CRM and texting platforms?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu

All Jobs

Community College of Philadelphia

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