

Executive Director of Enrollment Management
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264561>

Downloaded On: Oct. 29, 2025 7:47am

Posted Oct. 28, 2025, set to expire Feb. 24, 2026

Job Title Executive Director of Enrollment Management
Department Vice President of Student Affairs
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Oct. 28, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Student Affairs
Administration - Other

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Job Description

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Executive Director of Enrollment Management

POSITION: Full-Time Executive Director of Enrollment Management (Executive Director):
Enrollment Services; Haverhill and Lawrence (45 Franklin St.) Campuses; 37.5 hours per week; Non-Unit Professional Position.

SUMMARY: Reporting to the Vice President of Student Affairs, the Executive Director provides visionary leadership and operational oversight for the college's enrollment-related departments, including Recruitment & Admissions, Financial Aid, Student Accounts, and Testing.

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This senior leadership role is responsible for developing and implementing comprehensive strategies that enhance student access, improve the enrollment experience, and ensure alignment with NECC's mission and strategic priorities. The Executive Director will lead data-informed initiatives to strengthen enrollment planning, support student success, and maintain compliance with all federal, state, and institutional policies.

RESPONSIBILITIES:

- Provide strategic leadership and operational oversight for student recruitment, admissions, financial aid, testing, onboarding, and student billing.
- Develop and implement comprehensive enrollment strategies to support institutional growth, access, and student success.
- Ensure that policies, procedures, and services comply with all relevant federal, state, and local laws and regulations.
- Analyze enrollment trends, produce data reports, and provide actionable insights to inform academic planning and decision-making.
- Collaborate with academic and student services leaders to support seamless student transitions and first-year retention efforts.
- Supervise and mentor staff across enrollment departments, fostering a collaborative, innovative, and results-driven team environment.
- Manage departmental budgets, ensuring responsible allocation and stewardship of financial and human resources.
- Ensure regulatory compliance and effective administration of institutional, federal, and state financial aid programs.
- Lead efforts to improve operational efficiency through process evaluation, system enhancements, and adoption of best practices in enrollment management.
- Develop and support a financial literacy program to empower students and families to make informed financial decisions.
- Represent the college on internal and external committees and work collaboratively with faculty, staff, and community partners to enhance student engagement and institutional visibility.
- Ability to represent the VPSA or College at internal or external events when needed.
- Maintain a presence on both campuses (Haverhill and Lawrence).

Job Requirements:

MINIMUM QUALIFICATIONS:

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- Bachelor's degree
- Minimum of ten (10) years of progressive leadership experience in enrollment management, admissions, financial aid, student accounts, or related areas.
- Demonstrated ability to lead cross-functional teams and manage complex initiatives across diverse stakeholder groups.
- Comprehensive understanding of recruitment, admissions, financial aid, student services, and contemporary onboarding strategies.
- Proven experience with data analysis and using CRM and marketing automation tools (e.g., Slate, Salesforce) in higher education.
- Strong knowledge of current challenges and trends in higher education, including demographic shifts and policy changes.
- Exceptional communication, interpersonal, and organizational skills.
- Experience working in a university or college setting.
- Familiarity with regional demographics and workforce trends impacting enrollment and institutional strategy.

PREFERRED QUALIFICATIONS:

- Master's degree in Student Affairs, Higher Education Leadership, or a related field
- Experience at a community college or regional institution
- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

SALARY: Anticipated starting salary range is \$120,000.00 - \$125,000.00 annually with complete fringe benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

ANTICIPATED START DATE

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Contact Information

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

Contact

Vice President of Student Affairs
Northern Essex Community College

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