

Manager of Enrollment Services - Events and Planning
(Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=269085>

Downloaded On: Dec. 3, 2025 5:08pm

Posted Dec. 3, 2025, set to expire Mar. 31, 2026

Job Title	Manager of Enrollment Services - Events and Planning (Reg FT)
Department	Boyce Campus
Institution	Community College of Allegheny County Pittsburgh, Pennsylvania
Date Posted	Dec. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Undergraduate Education Administration - Other
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Job Description

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Manager of Enrollment Services - Events and Planning (Reg FT)

Position Title: Manager of Enrollment Services - Events and Planning (Reg FT)

Employment Type: Regular Full-Time

Department: College

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Campus: Boyce Campus

Performance Evaluation:

Additional Information: This position will remain open until filled. However, to ensure consideration for an interview, please submit your completed application, cover letter, and resume by no later than DATE The College cannot guarantee that application materials received after this date will be considered or reviewed.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours: Standard College hours are Monday - Friday, 8:30 am - 4:30 pm; Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

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Salary Grade: Admin 15 - \$61,303

Job Category: Administrators

Job Slot: -

Job Open Date: 11/21/2025

Job Close Date: 12/9/2025

General Summary:

Requirements:

A master's degree in student personnel services, higher education administration, counseling, or a related field with a minimum of three years of experience in event management, planning, execution, logistics and recruiting **OR** a bachelor's degree in student personnel services, higher education administration, counseling, or a related field with a minimum of five years of experience in event management, planning, execution, logistics and recruiting.

COMPETENCIES:

- Experience with sales, marketing, admissions, and recruitment.
- Experience with Microsoft Office, relational databases, and web content development.
- Supervision and leadership skills.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong sales, organization, people, detail oriented and communication skills.
- Coordinate enrollment-related events and activities across multiple campuses to ensure consistent planning, communication, and execution.
- Interact with faculty, staff, and external constituents.
- Develop presentations for the Academic/Student Affairs, maintain positive and effective relationships with the faculty and other departments seeking assistance to increase enrollment.
- Assist with developing, reviewing, and implementing enrollment policies and procedures.
- Assess office and staff needs, prioritize, and assign duties.
Use relevant data and produce enrollment reports.
- Excellent customer service skills.

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- Provide coverage at campus First Stop.
- Manage multiple priorities and work flexible hours, including evenings and weekends.
- Proficiency with Microsoft Office applications and familiarity with student information or CRM systems
- Travel and serve at any of the college's campuses or centers, to serve as backfill at enrollment-related events, and to serve as a representative of the college at public and private events.

Duties:

1. Collaborates with the Director, Admissions, Vice President for Enrollment Services and Student Affairs to plan, develop, coordinate, and implement comprehensive enrollment events, recruitment schedule and calendar.
2. Collaborates with CRM Systems Analyst, Director, Admissions for admissions, recruiting and support staff to ensure effective data management, communication, and recruitment tracking using CRM/Recruit.
3. Cultivates and maintains strong partnerships with high school administrators, community organizations, social service agencies, and local business leaders to enhance recruitment pipelines and strengthen community engagement.
4. Engages directly with prospective students, parents, and families to provide guidance on admissions, academic programs, placement testing, financial aid, and student support services.
5. Collaborates with faculty and academic leadership to identify emerging market trends and support the development of new or updated academic programs aligned with workforce needs.
6. Leads the planning, logistics, and execution of enrollment-related events such as open houses, campus tours and information sessions.
7. Coordinates facility requests and set ups for each event.
8. Serves as a hands-on manager during events to oversee logistics, troubleshoot issues, and ensure smooth and professional execution in collaboration with the Director of Admissions.
9. Partners with marketing, admissions, academic departments, and student services to ensure cohesive and engaging experiences for prospective and admitted students.

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10. Collect and use data to inform decision-making related to events.
11. Assists with student placement testing as needed to ensure a seamless admissions-to-enrollment process.
12. Oversees the development and maintenance of enrollment-related events web content in partnership with the IT and marketing/public relations teams to promote admissions events and provide clear, accessible information for prospective students.
13. Manages the college-wide admissions communication channels, including the admissions mailbox, ensuring timely and accurate responses or referrals to appropriate staff members.
14. Plans, organizes, and evaluates major enrollment events such as open houses, campus tours, enrollment expresses, registration days, orientations, and special outreach initiatives.
15. Coordinates New Student On Boarding schedule.
16. Supervises support staff.
17. Performs other related duties as required or as assigned by the Vice President for Enrollment Services and Student Affairs to support institutional enrollment goals and enhance the prospective student experience.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available [here](#).

Transcripts: CUSTOM.TRANSCRIPTS (For Faculty Postings)

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1857>



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Contact Information

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

Contact

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Community College of Allegheny County

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