



Dean of Enrollment Management

Reports to Provost

Primary Responsibilities:

1. Design and implement an enrollment growth strategy for Manor College in collaboration with Director of Admissions, Admissions Staff, and Manor College Leadership
2. Oversee the work of the admissions staff; serve as direct supervisor of the Director of Admissions
3. Manage the enrollment management budget and operating plan for enrollment numbers including net tuition targets
4. Work with Director of Admissions to ensure the CRM system is effectively meeting Manor College needs for recruitment and enrollment
5. Establish benchmark metrics related to right-fit pipelines that include the entire funnel from inquiry to six-year graduation rates

Qualifications:

1. Demonstrated commitment to the mission and vision of Manor College
2. A minimum of five years of progressive experience in enrollment management in a higher education model **OR** ten plus years of executive experience driving growth in both acquisition and retention for an organization outside of higher education
3. Demonstrated success in executing both sales and marketing programs
4. Experience identifying macro and micro trends and adapting plans and tactics to meet goals.
5. Strategic insights and research competency to build 3–5-year enrollment models.
6. Understanding of CRM design with workflows and associated data modeling.
7. The ability to work with the breadth of campus constituencies to create a comprehensive and effective enrollment management structure and environment.

To Apply:

A complete application will include the following and is to be sent via email to [jobs@manor.edu](mailto:jobs@manor.edu):

1. Cover Letter outlining your interest and qualifications for the position as described;
2. An updated resume/c.v.;
3. Three (3) professional references with contact information, title, institutional affiliation, email address and direct phone numbers. (No references will be contacted without written permission from the candidate.)

The search will remain open until the position is filled.

**Equal Opportunity Statement:**

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.