

POSITION VACANCY

POSITION: Director of Enrollment Data Management
FLSA: Exempt
REPORTS TO: Vice President for Enrollment
DEPARTMENT: Enrollment Management

POSITION SUMMARY: The Director of Enrollment Data Management will be responsible for the processes that transfer data between the enrollment CRM and Colleague and other internal systems as well as third party vendors. The Director is responsible for the proper functioning of the enrollment CRM. The Director will oversee the reporting and data files necessary to support the operations of both the Undergraduate and Graduate recruitment programs. Reports to the VP for Enrollment Management.

DUTIES AND RESPONSIBILITIES

- Create and run data extracts for third party vendors - working with IT when necessary;
- Manage and maintain translation and mapping tables for imports from third party systems;
- Manage and maintain audits to ensure data integrity between the CRM and student system(s);
- Primary liaison with IT department on reports, audits and system issues;
- Maintain and administer the daily import from the CRM to student system;
- Configure and maintain the CRM, and assist/train new users in the use of the CRM;
- Performs business analysis reporting;
- Conduct training on CRM usage for end users;
- Create documentation on enrollment management systems and data processes;
- Keep the VPENM informed of all issues involving admissions data and systems;
- Meet regularly and coordinate closely with the Director of UG Admissions, the Director of Graduate Admissions, the Director of International Admissions, and the Director of Financial Aid;
- Act as project manager for integration of new technology in the enrollment area;
- Runs/supervises daily and weekly reports that are distributed within enrollment and throughout the college utilizing Microsoft Power BI data visualization;
- Act as project manager for new IT and systems initiatives;
- In conjunction with Enrollment Ops, maintain and improve online application, event registration, and inquiry forms.
- Create, update, and refine multi-variable predictive modeling for all enrollment funnels.
- Assist Institutional Research in IPEDs and other outside agency reporting.

KNOWLEDGE SKILLS AND ABILITIES:

- Advanced Excel and Access
- Relational database knowledge and experience
- Understanding of ETL processes
- Broad technical knowledge
- Basic knowledge of HTML or using a CMS
- Knowledge of *Microsoft Power BI* and Slate software

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from accredited college
- 1-2 years' experience with relational databases and advanced Excel

Interested candidates, please email resume and cover letter to hrjobs@kings.edu.