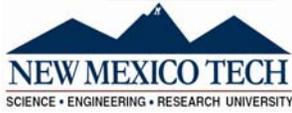


**Posted:** September 30, 2020



## **Director of Office of Admissions**

The Director of the Office of Admissions leads a team of admissions professionals who manage the university's processes for marketing New Mexico Tech's (NMT) undergraduate programs, recruiting prospective students and selecting them for admission. This role is instrumental in sustaining NMT's enrollment, improving the experience of prospective students, improving the experience and efficiency of members of the admission, registration and financial aid teams throughout the enrollment lifecycle, and raising the visibility of NMT's academic programs. This position also supervises the staff and student workers of the Office of Admissions, sets goals and reviews performance of all employees, coordinates efforts with academic departments, the Office of the Registrar, the Office of Financial Aid, and with other offices within NMT as needed. The Director is expected to be a leader in NMT's enrollment management team, as well as support appropriate data management and data analysis. The Director of the Office of Admissions reports to the Vice President of Academic Affairs.

### **Position Responsibilities:**

Supervises, mentors, and leads the Office of Admissions team and holds the primary accountability for the successful administration of the Office of Admission's functions, including recruiting, engaging with applicants, admissions, supporting student inquiries, creating enrollment goals and ensuring that they are met, and working closely with the Office of the Registrar and the Office of Financial Aid. (60%)

Manages enrollment data and data analysis and supports institutional research relating to enrollment management. Support strategic planning related to enrollment management Serve as a member of the enrollment management leadership team. (20%)

Oversees continuous improvement of our admissions processes, including researching and applying Best Practices and using NMT data-informed decisions to enhance our processes. Additional admissions, recruiting, marketing and administrative responsibilities as requested by the Vice President of Academic Affairs. (20%)

### **Required Qualifications:**

A Bachelor's degree and a at least five years of experience in an enrollment or admissions leadership role.

Three years of experience using a CRM, preferably in a managing role (not merely using it).

Experience using Slate is preferred.

Five years of experience as a manager, supervising the work of direct reports.

Excellent knowledge of Excel, including graphs, statistical functions, and other advanced analytical functions.

### **Knowledge, Skills, & Abilities:**

Strong oral and written communication skills; excellent interpersonal and teamwork skills

Ability to interview and interact tactfully with students from diverse backgrounds; ability to function as a team player within the University to reach enrollment goals

Applicants should email a letter of interest that summarizes key qualifications, a separate resume, and names and contact information for three references familiar with the candidate's record. Applications submitted by November 16, 2020 will receive full consideration. Please send inquiries to Ms. Rosa Jaramillo at [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) and [Lyndsey.lewis@nmt.edu](mailto:Lyndsey.lewis@nmt.edu) .

NMT is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. NMT is an Equal Opportunity Employer.

Excellent benefits (health, vision, dental), tuition fee waiver, generous vacation and sick leave, and 15 paid holidays and one personal day each year.

New Mexico Tech is a STEM-focused university with programs in science and engineering ranging from B.S. to Ph.D. We are highly ranked regionally and nationally. NMT offers first-rate academic programs to students and an extraordinary array of world-class research facilities in support of faculty and students. New Mexico Tech is located in Socorro, in the scenic Rio Grande River Valley of central New Mexico. We are 75 miles south of Albuquerque with its many attractions, and 139 miles south of Santa Fe. Nearby mountains and desert canyons provides excellent opportunities for hiking, skiing, climbing, and mountain biking. The Bosque del Apache National Wildlife Refuge, located just south of Socorro along a major north-south flyway, offers some of the best birding in the USA.