

Posted: May 9, 2022



POSITION ANNOUNCEMENT

TITLE: ENROLLMENT MANAGER

DEPT: ADMISSION

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$42,000-\$47,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: May 17, 2022* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

This position is critical to the success of NMT's Office of Admission. The Enrollment Manager will be responsible for maintaining the University's CRM, Slate. This includes providing oversight and support for recruiting efforts including staffing, events, assisting with communication plans/ planning and travel as necessary. Maintain accurate and timely application processing procedures including submission of applications and evaluating of standards within Slate. Auditing of data flow between Slate and Banner and data maintenance within Slate. Reconciliation of information between reporting formats Slate and Banner. Coordinate Slate CRM trainings as needed for interdepartmental purposes and faculty development. Inform Director of workflow processes and issues in a timely and efficient manner. Coordinate efforts of Enrollment Specialists to achieve performance and production goals. Monthly reporting and report management including ad hoc requests from faculty and departments upon approval of Director. Answer email texts and communication in a timely and professional manner. Meet performance standards as establish be NMT and Director of Admission. Implement processes and procedures to enhance applicant acceptance rates and paid deposits. Office management including overseeing timely submission of invoices, ordering of supplies and student worker assignments.

REQUIRED QUALIFICATIONS:

Bachelor's degree desired. Optimally, 2-5 years in Slate CRM including query builds, reports building and integration communication plans. Experience in communicating with vendors to solve integration issues or troubleshoot problems. Experience in evaluating and conducting routine schedule, upgrades, etc. required. Working with academic departments to optimize collaboration and automation within Slate environment desired. 1- 3 years' experience with application processing required. Strong customer service experience.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place West Hall Box 071, Socorro, NM 87801