



TITLE OF POSITION AVAILABLE:

Assistant Director for Enrollment Operations (2 positions)

DATE POSITION AVAILABLE:

December 1, 2022

SALARY:

The Assistant Director for Enrollment Operations is mapped to Pay Grade CA&P 16 at OHIO, with a target hiring range of \$44,592-\$51,838. The exact base salary for the selected candidate will be negotiable, commensurate with education and experience, and competitive in the field within the context of similarly situated positions at public universities nationally. Benefit information is available at <https://www.ohio.edu/hr/benefits>.

RESPONSIBILITIES:

Support the successful implementation and ongoing project management for the university's constituent relationship management system (currently, Technolutions Slate) and associated systems, by monitoring system integrity and quality control, managing or supporting the execution of printed and electronic communication campaigns, and managing secure roles, permissions, and workspaces.

Under the direction of the Director of Enrollment Operations, coordinate administrative and technical functions associated with the constituent relationship management system, including testing and upgrades with the CRM, management of system integrations with the university's student information system and various third-party vendors, and collaboration with campus partners for recruitment and communication initiatives.

Commitment to Diversity, Equity, Access, Inclusion, and Social Justice: The successful candidate will embrace the division's commitment to incorporating diversity, equity, access, inclusion, and social justice into decision-making, collaborations, processes, and all strategic efforts.

For full description of responsibilities, see the position posting at: www.ohiouniversityjobs.com

QUALIFICATIONS:

Bachelor's degree in hand or by start date.

Minimum of three years of related work experience.

Must have extensive knowledge of the practices and procedures performed by Enrollment Management.

APPLY AT:

To apply, after reviewing the position profile below, please submit the online application, a current resume, a cover letter addressing your professional interest in this role, and a list of three professional references. References will be used with discretion late in the process. Successful candidate must pass a comprehensive background check, university judiciary review, and driving record audit. Review of applications will begin immediately and continue until the position is filled. For full consideration apply by November 7, 2022.

Ohio University is proud of its rich history, diverse campuses, international communities, and beautiful Appalachian settings. As part of our ongoing efforts to provide and support a transformative learning experience, we affirm our commitment to fostering a welcoming, respectful, diverse, and inclusive workforce and community. All qualified applicants are encouraged to apply and will receive consideration free from discrimination on the basis of race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. Ohio University is an equal access/equal opportunity and affirmative action employer