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Career Opportunity Campus Director, Enrollment Center

REQ4932

COMPANY OVERVIEW

Cuyahoga Community College (Tri-C) opened in 1963 as Ohio's first community college and remains Ohio's oldest and largest public community college. We provide high quality, affordable education and programs to more than 900,000 members of our community at four campuses and supporting locations in Northeast Ohio. Tri-C is committed to attaining excellence through the recruitment and retention of a diverse workforce.

SUMMARY

Tri-C has an immediate opening for a **Campus Director, Enrollment Center**. This position plans, operates and controls the activities of the Enrollment Center, functioning with a strong focus on student-centered services in a continuous quality improvement mode. Areas of responsibility include admissions, registration, cashiering financial transactions related to student fees and student records processing, financial reconciliation of student accounts and other related transactions, recruiting, transitions, student retention and success. Provides leadership in the development and oversight of the departmental budget, financial transactions and reconciliations, campus enrollment management activities, collaborative efforts with student financial assistance, and participates in college-wide enrollment management initiatives.

This position is full-time, exempt, and benefits-eligible.

Visit Careers.Tri-C.edu to view the complete posting and to apply online.

ESSENTIAL FUNCTIONS include:

- Directs all aspects of the Enrollment Center including the welcome center, recruiting, admissions, transitions, general financial aid, registration, and student payments, financial reconciliation of student accounts and other related activities with a strong commitment to student customer satisfaction, quality, and accuracy
- Manages and monitors the Enrollment Center to provide a broad spectrum of accurate information and excellent enrollment services to current and prospective students
- Develops the enrollment and recruitment plan for the Campus in collaboration with the division leadership
- Supervises enrollment center financial reports including monthly financial reports dealing with account reconciliations and deposit reconciliations
- Coordinates student enrollment services with the following areas: financial aid, central financial aid processing center, customer service center, and Executive Director of Enrollment Operations

- Interfaces with the Student Accounting department and Attorney General's office regarding issues/problems on student accounts
- Understands and oversees all financial operations
- Understands and enforces the safeguards of cash, deposits receipts and reviews discrepancies in a timely manner
- Reviews and tracks systems and processes and make recommendations for improvement to better meet the needs of students and to improve the quality and timeliness of services
- Oversees the processing of academic records
- Provides leadership for the interpretation of College procedures
- Monitors data integrity, efficiency reports, and reports findings for solutions for accurate student record keeping
- Knows, understands, and adheres to applicable federal, state, and local laws, regulatory requirements, and College policies and procedures
- Knows, understands, and adheres to internal or external OBOR and financial audits

REQUIRED QUALIFICATIONS include:

- Master's Degree
 - Significant related experience may substitute for education
- Minimum of five years of experience in higher education administration, specifically in enrolment, admission, or related student –services area
- Demonstrated experience supervising, planning, assigning, scheduling and ensuring the quality of the work of others
- Demonstrated experience effectively making decisions that have major implications on the strategy, management and operations within a department
- Demonstrated experience requiring diverse problem solving methods in a variety of situations

Compensation Package:

Compensation is competitive and commensurate with experience. Includes a comprehensive and flexible benefits package comprised of paid time off, affordable medical/dental/vision plan coverage, disability benefits, life/accidental/critical illness insurance, retirement plans, reduced and waived tuition for College classes, employee discounts and many other perks. Coverage for dependents, spouses and domestic partners also available.

[Click Here to Apply!](#)

For more information contact Karen Nickerson, Talent Acquisition Specialist at Karen.Nickerson@tri-c.edu, (216) 987-4844.