

Position Announcement

Director of Enrollment Management and Transfer



The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of **Director of Enrollment Management and Transfer** in the **Office of Academic and Student Affairs**. The Director of Enrollment Management and Transfer reports directly to the Associate Commissioner for Academic and Student Affairs, the System's Chief Academic Officer. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students. The System office is located in Jackson, Mississippi.

Job Summary

The incumbent provides leadership for the development, interpretation, and implementation of system-wide academic policy and delivery of key operational services to ensure the achievement of the systems' strategic goals and mission. In carrying out these duties, the Director of Enrollment Management and Transfer works with Articulation Liaisons, Admission and Enrollment Managers, Complete 2 Compete Coaches, and leaders of other segments of higher education in Mississippi and across the nation.

Essential Functions

A review of this description has excluded the marginal functions of this job that are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. *This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.* This employee will be required to follow any other job-related instruction and to perform any other job-related duties requested by the Supervisor. This document does not create an employment contract implied or otherwise, other than an "at will" employment relationship.

Responsibilities include:

- Adheres to IHL and department policies, procedures, and regulations
- Serves as a member of the office of academic and student affairs administrative team; ensures effective communications with universities, staff, administrators, students, and parents
- Serves as Enrollment Management and Admissions liaison to Mississippi's public universities, which includes interpreting and implementing policies and guidelines established by the Board of Trustees; facilitates meetings with Enrollment Management, Admissions, and Registrars
- Serves as back-up to Director of Strategic Initiatives for Complete 2 Compete
- Serves as a liaison between Mississippi's public universities and Mississippi's community colleges to ensure effective communication and collaboration on transfer-related issues
- Coordinates the establishment and ongoing management of articulation agreements between Mississippi's public universities and Mississippi community colleges to help facilitate a seamless transfer experience for Mississippi's public postsecondary students
- Conducts annual review of statewide articulation agreement between Mississippi community colleges and Mississippi public universities; Prepares and maintains official articulation agreement between Mississippi community colleges and Mississippi public universities
- Utilizes database management computer software package/application to maintain the statewide articulation agreement
- Maintains a broad understanding of current trends, best practices, and challenges for higher education students with a specific focus on enrollment management, admissions, retention, and transfer.
- Attends MACRAO meetings and presents IHL updates related to Enrollment Management, Admissions, and Transfer

AA/EOE/ADA

- Attends all community college curriculum alignment meetings and facilitates/organizes invitation of IHL faculty and staff to attend curriculum alignment meetings
- Serves on various boards, councils, and task forces that further support the State of Mississippi's vision of strategic investment in the state's human capital and supporting the state's mission to promote growth and the public good through the advancement of the individual
- Performs other duties as directed by the Associate Commissioner for Academic and Student Affairs

Competencies

Ability to work independently as well as lead multiple project teams

Active Listening Critical Thinking

Reading Comprehension Speaking

Active Learning

Education and Experience

A Master's degree or a Bachelor's degree with five to ten years related experience;

Experience with project management;

Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); and

Demonstrated skills involving customer service, analytical thinking, active-listening, and problem-solving.

Working Environment

This job operates in a professional office environment. This role routinely uses standard office equipment. Applicant is also required to be able to perform assigned duties within a teleworking environment.

Physical requirements

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is also required to use hands to finger or grasp objects, tools, or controls and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Position type and expected hours of work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

Travel

Periodic travel not limited to but to include accreditation site visits, training, development, speaking engagements, and meetings is expected.

Application Requirements

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Review of applications will begin immediately and will continue until the position is filled. Women and minorities are urged to apply. To apply for this position, submit an official [IHL Application for Employment](#), along with the documents noted above to the following address:

**Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211**

Applications may also be emailed to: hr@mississippi.edu or faxed to 601.432.6129.

For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.