

JOB DESCRIPTION

Personnel Office Use Only  
Position No. 021267  
Non-Classified X  
Classified \_\_\_\_\_  
Exempt X Non-Exempt \_\_\_\_\_

POSITION TITLE: Director of Enrollment Management

INCUMBENT EMPLOYEE: Mary Edith Stacy

EMPLOYEE CLASSIFICATION: \_\_\_\_\_ Instructional Faculty  
\_\_\_\_\_ Administrative Faculty  
\_\_\_\_\_ Other Faculty  
X Other Unclassified  
\_\_\_\_\_ Classified

FUNCTION OF WORK: Coordinating all recruiting activities of the University  
SUPERVISION RECEIVED: Vice President  
SUPERVISION EXERCISED: Assigned staff and departments

DUTIES AND RESPONSIBILITIES

<u>% to Time</u>	<u>Description</u>
100%	Plan, coordinate, and evaluate all areas within the Department of Enrollment Services including Financial Aid, Scholarships and Student Employment, New Student Programs, and University Recruiting.
	Maintain records and statistics of recruitment and retention for the University.
	Work with staff, faculty, and administration in developing services.
	Provide fiscal oversight for directly and indirectly assigned budgets.
	Facilitate efforts across campus to expand services available for older learners, and developing new markets for student recruitment in association with Recruiting.
	Chair the University's Data Council. The primary responsibility of this Council is to maintain the integrity of data analysis of the student population and reporting of this information to the management boards and other requesting agencies.
	Coordinate University efforts to manage the current state of accounts receivable in regards to student tuition and fees. Chair the Accounts Receivable Advisory Council and provide updated legislation in regards to new policies and procedures for collection of state accounts receivable to its members.
	Act as liaison between the University and its long-term enrollment management Consultant, Noel-Levitz.

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**Director of Enrollment Management**

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Assist the Provost in preparation of materials to present to the University's cabinet members, faculty, staff and other entities in regards to enrollment data.

Participate in official Northwestern State University functions as required.

May perform other related duties as assigned by Vice President.