



TITLE OF POSITION AVAILABLE:

Associate Director for Enrollment Operations

DATE POSITION AVAILABLE:

December 1, 2022

SALARY:

Based on extensive benchmarking data, the Associate Director for Enrollment Operations position is mapped to Pay Grade CA&P 19 at OHIO, with a target hiring range of \$68,299-\$80,252. 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:

The Associate Director for Enrollment Operations is responsible for managing technical and operational functions, as well as managing key technology solutions, in Enrollment Marketing and Operations. Serves as a subject matter expert in the design of technology strategies that streamline and optimize admission and enrollment functions. Manages a diverse set of software systems, database integrations, and technical operations to support recruitment, admission, and yield. Develop and manage work plans for enrollment operations analyst who focuses on enrollment business processes, analysis of systems and data, configuration of database systems, and ongoing maintenance to support the division's enrollment operations.

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:

Advanced and continued knowledge of technology, especially database information applications.

Experience with Technolutions Slate, PeopleSoft Campus Solutions, Hyland OnBase, Oracle Business Intelligence, Microsoft Exchange and Office, and Active Directory preferred.

Experience with database management, including SQL queries, data exports and imports, data integrity, etc.

Knowledge of web technologies, such as HTML, CSS, JavaScript, XML, etc.

Ability to communicate technical information to non-technical personnel and to communicate effectively, both orally and in writing.

Experience in managing complex technical projects to completion. Experience working in a paperless environment preferred. Experience with business processes improvement/redesign.

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 or academic references. 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