

Hebrew College, an institute of higher Jewish learning, seeks a Director of Enrollment Management to provide leadership and direction for its recruitment and admissions efforts. Located in Newton Centre, MA, this position will focus on enhancing the recruitment of students for various degree and non-degree programs including our Rabbinical, Cantorial and Graduate schools.

The person chosen for this position will serve as the College's senior admissions officer and oversee day-to-day operations in admissions, including all recruiting activities, research and planning, print and electronic communications, hiring and training of staff, budget management, financial aid, special marketing plans, and other recruitment initiatives. The Director of Enrollment Management will represent our College at key events and meetings on and off campus, coordinating other staff as needed, and will stay abreast of trends in higher education and the recruitment marketplace. He or she will be an active member of the College's management leadership team.

Main responsibilities include:

- Providing strategic leadership in advancing the College's recruitment, retention and enrollment goals
- Set and drive annual enrollment, as well as net tuition revenue goals, for each program
- Provide vision and oversight for the functions of Financial Aid, Registration, and Student Life, fully integrating them into an Enrollment Management process
- Design and implement a strategic plan for continuing education that incorporates on-line as well as more traditional coursework opportunities
- Ensure compliance with all Federal and State regulations
- Maintain the College's commitment to superior customer service
- Balance and manage brand awareness for the College as a whole in the context of strong individual programs
- Lead marketing initiatives in terms of marketing analysis for current and potential future programs
- Assure effective use of technology and analysis of data in achieving enrollment objectives

The successful candidate will exhibit the following characteristics:

- Demonstrated success in achieving enrollment targets
- Strong creative and innovative capabilities balanced with an ability to successfully implement new initiatives and maximize available resources

- A background that includes college admissions, financial aid and enrollment experience, including some exposure to private, tuition-driven higher education institutions
- Proficiency with the use of technology in all phases of the enrollment process and skill in extrapolating and analyzing data to drive decision-making
- Ability to inspire others and recognize that the achievement of enrollment objectives will necessarily engage the entire College community
- Exhibit a collegial and approachable style that invites collaboration and mutual support
- Attitude of a consummate team player and collaborator who is able to build strong working partnerships across the institution and with many external constituencies (i.e. secondary educators, advising staff, professional association members, etc.)
- Demonstrated skill in being a resourceful and resilient problem solver
- Ability to lead change and help to shape the strength and character of the College
- Practical experience in balancing revenue generation along with a sustained commitment to academic quality of all programs
- Commitment to embrace the College's mission

Hebrew College is an Equal Opportunity Employer