



**UNIVERSITY OF MOUNT UNION**  
invites applications for the position of:

## **Associate Director of Enrollment Operations**

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**SALARY:** Not Displayed  
**DEPARTMENT:** Enrollment Management  
**DIVISION:** Admissions  
**OPENING DATE:** 08/23/19

### **DESCRIPTION:**

Reporting to the Director of Admission, this individual will oversee the enrollment management operations center in support of Mount Union's undergraduate and graduate admissions functions. Additionally, this person is responsible for collaboration with campus constituencies to ensure high quality and consistent services are provided to both prospective and current students. This position will ensure optimization of the day-to-day operations and functionality of the University's CRM: Technolutions SLATE and SIS: PowerCampus. This includes, but is not limited to the compilation and management of enrollment data; assistance in management of centralized application services and staff for all current and upcoming degree programs; and supporting assessment needs related to enrollment data.

Working in a highly confidential environment, this individual maintains high standards of personal integrity, honesty and character. He or she is dedicated to advancing the University in a resource efficient manner.

The individual in this position is expected to exercise judgment and to make decisions considered appropriate and necessary in order to provide the designated services.

### **RESPONSIBILITIES:**

Primary responsibilities, include, but are not limited to:

- Prioritizes and manages Enrollment Operations data systems activities in an effective and efficient manner, ensuring optimal use.
- Manages and is the functional expert on Slate and data integrations between information systems, including test score sources, student search, and applications.
- Support admission efforts using a variety of industry tools including Technolutions Slate, PTCAS, CASPA, Common Application and Ellucian PowerCampus.
- Obtains, keeps current, and fully leverages knowledge of business process analysis methodology, process, tools, and administration to advance standardization, documentation, and training.
- This position is responsible for understanding Slate and all of the relational databases to run and design queries and reports for key stakeholders, including:
  - Admission Office
  - Athletic Department
  - Faculty
  - Financial Aid
  - Student Affairs
  - Vice President for Enrollment Management
- Obtains, keeps current, and fully leverages knowledge of business process analysis methodology, process, tools, and administration to advance standardization, documentation, and training.
- Works closely with Information Technology on project management, system testing, migration, and new functionality implementation.
- Develops and maintains appropriate quality control for accurate delivery of business operations including consistent written protocols and processes.
- Serve as a liaison between the offices of Admission, Financial Aid, and International Admission and information technology.

- Engages in regular and continuous data audits to uncover and correct security and data integrity issues.
- Participates in University compliance training as communicated by the University and the Director of Admission.
- Serves on University Committees as approved by the Director of Admission or Vice President For Enrollment Management
- Performs other duties as assigned.

## **QUALIFICATIONS:**

The Associate Director of Enrollment Operations must be proactive and have significant experience managing and troubleshooting relational databases, with Slate experience required. He or she must be a collaborative technological partner and team player who implements strategic enrollment initiatives that will further strengthen the University's position in higher education. Problem-solving around technological and database issues and concerns and an ability to be self-directed in embracing new and current technologies are expected.

A commitment to the mission and goals of Mount Union and the ability to articulate the mission and goals of the university is essential. A bachelor's degree is required, with a degree preferably in Computer Science or a related field. Preference will be giving to candidates with a master's degree, a background in Enrollment or Admissions, and experience with Technolutions Slate. Excellent oral, interpersonal and written communication skills; demonstrated affinity for technology; strong work ethic; and an eagerness to contribute to a successful recruiting team.

In addition, this individual must have demonstrated experience in successful project management and multi-tasking assigned responsibilities. Extensive Computer knowledge is required: this includes being proficient with Microsoft Office (Excel, Access, Word, and Outlook), HTML, SQL and mobile devices. The Associate Director of Enrollment Operations must possess a willingness to learn and keep up-to-date with changing trends in technology and enrollment support. The successful candidate must maintain a valid, non-suspended, Ohio driver's license at all times and meet the criteria to drive a University vehicle.

Mount Union has a strong commitment to nurturing a culturally diverse faculty, staff, and student body. Women and minorities are encouraged to apply. The University of Mount Union

This position is **required to complete** assigned University compliance training as communicated by the University.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. When requested, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The University of Mount Union is an equal opportunity employer. The University prohibits discrimination on the basis of race, gender, gender identity or expression, sex, sexual orientation, religion, age, color, creed, national or ethnic origin, veteran status, marital or parental status, pregnancy, disability, or genetic information in student admissions, financial aid, educational or athletic programs, or employment as now or may hereafter be required by university policy and federal or state law.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.mountunion.edu/>

Position #2019 -00031  
ASSOCIATE DIRECTOR OF ENROLLMENT OPERATIONS  
CF

1972 Clark Ave  
Alliance, OH 44601  
(330) 829-6560

[Humanresources@mountunion.edu](mailto:Humanresources@mountunion.edu)

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