



ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for
**ASSISTANT DIRECTOR OF STRATEGIC
ENROLLMENT MANAGEMENT –
NON-TRADITIONAL STUDENTS**



For consideration, application materials must be received by
March 3, 2022 at 3:00 p.m. CST.

POSITION SUMMARY

The Assistant Director of Strategic Enrollment Management - Non-Traditional Students serves as a member of the Student Success Team at the Alabama Community College System and reports directly to the Director of Strategic Enrollment Management. The Assistant Director of Strategic Enrollment Management - Non-Traditional Students serves as a chief resource for non-traditional enrollment and provides strategic and operational guidance to ACCS colleges for their non-traditional enrollment efforts. The Assistant Director of SEM - Non-Traditional Students is expected to cultivate strong working relationships with multiple offices including Admissions, Records, Instruction, Recruitment, Adult Education, Institutional Research, Financial Aid, Marketing, Advising, and all other stakeholders that affect the life cycle of a student across the system. Further, the person in this position is responsible for promoting initiatives to foster effective student-centered, equity-minded recruitment and completion goals, strategies, and tactics. Additionally, this person will assist in the development of system policies and procedures related to both enrollment management and non-traditional enrollment and will work with colleges to address issues and ensure compliance.

PRIMARY RESPONSIBILITIES

- ❖ Work collaboratively with ACCS colleges to develop measurable comprehensive strategic enrollment plans that advance growth in student enrollment and retention, with primary focus on non-traditional student populations.
- ❖ Collaborate with offices that impact the life cycle of a student including, but not limited to, Admissions, Recruitment, Records, Instruction, Institutional research, Financial Aid, Marketing, Advising, and all other stakeholders to identify barriers that negatively affect student enrollment, and assist with developing solutions.
- ❖ Develop and facilitate the implementation and evaluation of efficient processes, systems, practices, and services to improve enrollment functions that promote innovation and student success for the Alabama Community College System.
- ❖ Work collaboratively with ACCS colleges to coordinate and provide training to ensure efficiency and accuracy of processing student records, student information management, and data collection to meet state and federal guidelines.
- ❖ Conduct, at a minimum, monthly calls, face-to-face meetings, and/or video conferencing with appropriate institutional staff to check on milestones and progress with strategic enrollment management planning.
- ❖ Provide guidance related to regulations, system policies, guidelines, and procedures.

- ❖ Utilize available software to identify potential non-traditional students to whom colleges should market.
- ❖ Serve as a chief resource for non-traditional student enrollment strategies and CRM usage and best practices.
- ❖ Work with adult education programs to establish a seamless handoff to college admissions officers and recruiters.

SECONDARY RESPONSIBILITIES

- ❖ Remain active in professional associations related to job duties and stay abreast of federal and state policies that may impact ACCS institutions.
- ❖ Track enrollment best practices and benchmarks locally, regionally, and nationally.
- ❖ Serve on systemwide committees, task forces or special assignment groups as appointed by the Chancellor, Vice Chancellor for Student Success, or Director of Strategic Enrollment Management.
- ❖ Prepare reports relating to systemwide accomplishments in areas of assigned responsibility.
- ❖ Work collaboratively with other divisions in ACCS office.
- ❖ Perform other duties as assigned.

QUALIFICATIONS

REQUIRED

- ❖ Bachelor's degree from a regionally accredited institution.
- ❖ Three (3) years of relevant experience working in an educational setting.
- ❖ Experience with student records management.
- ❖ Experience with college recruitment/admissions practices.
- ❖ Ability to analyze problems and identify alternative solutions.
- ❖ Ability to conceptualize and interpret policies, practices, and procedures which support and enhance the mission, role, and scope of the Alabama Community College System.

PREFERRED

- ❖ Master's degree from a regionally accredited college or institution.
- ❖ Five (5) years of relevant experience working in an educational setting.

Application Procedure:

Applicants must submit a current résumé, a completed System application form (available online at www.accs.edu), a letter of interest describing qualifications, a separate list of three professional references with contact information, and a copy of unofficial transcripts indicating degree and date conferred. Applications will be accepted by e-mail (charlene.finkelstein@accs.edu), postal mail, or hand delivery. **INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. PLEASE DO NOT STAPLE DOCUMENTS.**

An application form may be downloaded at www.accs.edu. Complete application packets must be received no later than 3:00 p.m. CST on March 3, 2022. For additional information contact Nikita Payne at 334-293-4603 or nikita.payne@accs.edu or Charlene Finkelstein at 334-293-4628 or charlene.finkelstein@accs.edu.

Please mail applications to:

Alabama Community College System
Human Resources Dept.
Attn: Ms. Charlene Finkelstein
P. O. Box 302130
Montgomery, AL 36130-2130

(Application materials may be delivered in person (in a sealed envelope) to 135 S. Union Street).

Salary range is \$62,600 - \$90,800 dependent upon qualifications and experience.

The Alabama Community College System is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.

The Alabama Community College System reserves the right to withdraw this job announcement at any time prior to the awarding.