

About NewSchool of Architecture & Design: NewSchool of Architecture & Design (NewSchool) is a globally recognized and awarded design university known for its forward-thinking professors, an inspiring campus community, and top industry connections and collaboration opportunities.

Position Summary:

NewSchool is seeking a full-time Director of Enrollment and Field Recruitment that will provide leadership as well as day to day management, coaching, and development to the enrollment and field recruitment teams. The Director must deliver high quality results in both meeting and exceeding new student enrollment goals as well as lead generation goals to achieve student enrollment success.

Responsibilities:

- Oversee the NewSchool student recruitment function while managing a team of approximately 4-5 enrollment specialists, 4 field representatives, and 2 enrollment student workers.
- Manage and create strategic initiatives for the Domestic & International channels to develop and grow.
- Provide marketing consultation and expertise while work collaboratively with the Marketing department to execute institutional strategic goals related to marketing and enrollment.
- Creates sales tools that adhere to regulatory and Title IV, which assists in identifying the appropriate students for NewSchool's programs.
- Interview, hire, and train new enrollment and field team members.
- Manage a yearly enrollment budget effectively and consistently to create growth opportunities for NewSchool.
- Assist with strategic planning of enrollment cycles, events, and recruitment workshops and programs.
- Ensure accurate forecasting of qualified students progressing through the enrollment, admissions, and registration stages.
- Assess, monitor, and evaluate all enrollment and field team performance through weekly meetings and reporting.
- Provide timely and consistent reporting to the President as well as executive leadership and other campus constituents.
- Maintain consistent development and delivery of information session and lead generation activities.
- Communicate effectively with a wide range of constituents about the performance and activities of the enrollment and field teams.
- Create a team environment of transparency in both enrollment practices and daily accountability.
- Foster and support the ongoing development of staff by providing orientation, training, performance coaching, continuing education, and professional development opportunities
- Develop a culture of responsibility to student success as well as NewSchool's growth goals.
- Create a collaborative strategy that demonstrates consistency and addresses the strengths of the collective team revolving around accountability.
- May perform other duties and responsibilities that management may deem necessary from time to time.

Education & Experience:

- Bachelor's degree required; Master's degree strongly preferred
- Must have at least 7 years of successful industry experience to include at least 3 years of demonstrated achievement in a management capacity
- Experience in higher education required
- Highly proficient in the use of CRM tools to ensure data integrity, timely import of leads, proper segmentation of audiences and successful movement of leads through the enrollment funnel

- Must be an excellent communicator, results-oriented, and able to work independently toward aggressive goals
- Must have a collaborative, communicative, and empowering leadership style
- Working knowledge of student information systems, electronic communications, web interfaces, and computer technologies
- Strong organizational and time management skills with the ability to motivate and energize a results-oriented team required
- Prior experience with strategic planning, process improvement, and guiding teams to exceed a goal.
- Ability to provide training for the team; prior training and/or coaching experience strongly preferred
- Ability to work in a fast-paced environment while remaining flexible to change
- Prior experience with international student recruitment preferred
- Minimal travel may be required.

Reports To: NewSchool President

Supervisory Responsibility: A team of enrollment specialists and field representatives.

Working Conditions:

Normal office conditions including some telecommuting / remote work. Work is performed primarily in a standard office environment but may involve exposure to moderate noise levels. Work involves operation of personal computer equipment for six to eight hours daily and includes physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

How to Apply:

Please submit your cover letter and resume as a single attachment when applying to careers@newschoolarch.edu.

NewSchool of Architecture & Design is an equal opportunity, at will employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy, and pregnancy-related conditions, or any other characteristic protected by law.