

## **Moore College of Art and Design Job Posting**

**Status:** Exempt

**Position:** Enrollment Operations Administrator

**Reports To:** Dean of Admissions

**Purpose:** This position provides oversight of the Admissions database (Slate) which connects prospective students to the College. Working closely with the Enrollment Communication specialist the candidate will develop streamline business processes within the database. The incumbent will work closely with various College departments such as IT, Financial Aid, Student Affairs, and Continuing Education.

**Requirements:**

- Bachelor degree preferably in Computer Science or Business
- Experience in higher education admissions, sales or marketing
- Demonstrated knowledge of CRM implementations and best practices
- Familiarity with Microsoft Suite and general office administrative tools
- Ability to work independently and adhere to strict deadlines
- Strong analytical, trouble-shooting/problem-solving and organizational skills
- Knowledge of trends in college admissions and financial aid processes

**Preferred Qualifications:**

- Strong SQL, Javascript, and HTML skills
- Familiarity with Slate, Common Application, Slideroom, PowerCampus and Powerfaids desired

**Responsibilities:**

**I. System Management:**

- a. Manage applications for admission through various platforms including Slate and Common App
- b. Monitor data integrity of prospect and applicant records
- c. Collaborate with 3<sup>rd</sup> party vendors with ongoing projects and troubleshooting
- d. Execute imports and configurations from external sources into the CRM
- e. Perform data exports from Slate to external college wide systems

- f. Oversee edits and creation of Slate applications, screens, views, and workflows
- g. Build and run daily, weekly, monthly, and annual reports to campus constituents
- h. Manage the College's SlideRoom and Common App account
- i. Manage and perform data imports from external sources into the CRM
- j. Coordinate with Enrollment Communication Specialist on Slate portals, communications and applications
- k. Provide guidance, troubleshooting and training to staff when necessary

### **Physical Demands/Working Conditions**

Office setting with some box lifting

**To apply:** send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: [hr@moore.edu](mailto:hr@moore.edu).

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit: <http://moore.edu/about-moore/non-discrimination-504-titleix>*