

Manager, Strategic Enrolment Management
Application Deadline: July 21, 2022

Athabasca University's Office of the Deputy Provost is currently recruiting for the position of Manager, Strategic Enrolment Management.

Please note this is a temporary full-time position ending in March 2024.

Reporting to the Deputy Provost, Academic Operations, the Manager of Strategic Enrolment Management (SEM) is a key role in the institution, responsible for planning, coordinating, evaluating, and communicating strategic and operational activities in support of the institutional strategic enrolment plan.

As a subject matter expert in SEM, this role brings creative thinking and innovation to support colleagues across the institution in the development and delivery of SEM related activities and goals. Working in a highly collaborative manner, reflecting that SEM is a shared institutional responsibility, the Manager of Strategic Enrolment Management ensures that our program of short and long-term SEM activities is coordinated, effective, and appropriately communicated.

A high degree of teamwork is required, as well as accountability to institutional governance committees for guidance and decision making.

Qualifications:

Education and Experience:

- This position requires a minimum of an undergraduate degree (with preference for a master's degree) and 8 or more years of related experience in operations and strategic management related to student administration services, with specific experience in recruitment and retention. A combination of education and experience will be considered.
- The ability to work as a part of a team with diverse areas of responsibility, while providing leadership, is required.
- Incumbent must have a proven track record in development of operational plans, implemented business processes, and technologies in a complex delivery environment.
- Experience in managing complex projects is essential; the incumbent must possess leadership, budgeting, communication, vendor management, and change management skills.
- Strategic planning experience is desirable.
- Experience within the Canadian post-secondary education environment is essential, and knowledge about Alberta specifically would be an asset.

Skills and Abilities:

- Extensive knowledge of emerging trends in strategic enrolment management and related activities in higher education is required.
- Excellent verbal and written communication skills, including consultation, influencing, and negotiation skills that promote equity, diversity, and inclusivity.
- Strong relevant technical skills including proficiency with Microsoft Office365 are required.
- Qualitative and quantitative data analysis skills are required, including the ability to communicate data analysis simply and clearly to a wide range of stakeholders.
- The incumbent must have strong organizational and problem-solving skills and the ability to make pragmatic decisions and prioritize diverse requests within tight deadlines.
- The incumbent must possess excellent problem-solving skills and be visionary, persuasive, and a compassionate listener as the circumstances require.

We only accept applications received through our online recruitment system. For more details and to apply please visit: https://athabascau.acquiretm.com/job_details_clean.aspx?ID=2453