

# **BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

## **POSITION DESCRIPTION**

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**POSITION:** Manager Enrolment Planning & Management

**DEPARTMENT:** Student Services – Institutional Research Office (IRO)

**REPORTS TO:** Director Institutional Research

**DATED:** September 2019

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### **POSITION SUMMARY**

Manages delivery of enrolment planning and management operations and all related services and communications. Provides enrolment advice and support to education leaders, develops and implements enrolment plans, and manages enrolment processes. Manages enrolment metrics and facilitates quality assurance processes while supporting education leaders in achievement of enrolment goals and targets. Projects tuition revenue and prepares budgets. Manages enrolment reporting, addressing critical information requirements of key stakeholders. Acts as first level contact with the Ministry of Advanced Education, Skills & Training (AEST), Industry Training Authority (ITA) and Trades Training BC.

### **SPECIFIC ACCOUNTABILITIES**

- Supports the Director by providing input to development of IRO strategies and plans, with emphasis on the enrolment planning and management function. Develops and implements enrolment processes in consultation with the Director. Keeps the Director informed of enrolment planning challenges and achievements.
- Manages delivery of enrolment operations and all related services and communications. Provides enrolment-related advice and support to Senior Team members, AVP's, deans and other education leaders while emphasizing a strong focus on customer service and learner success.
- Works collaboratively with education leaders, in the development and implementation of enrolment plans. Manages enrolment processes and resolution of related challenges. Coordinates enrolment decisions and information with Registrar's Office, and other internal stakeholders.
- Works collaboratively with education leaders in the development and implementation of annual and multi-year trades training plans.
- Manages enrolment metrics, advising education leaders on established standards and supporting achievement of enrolment targets and goals. Facilitates quality assurance processes, including managing the program update process, keeping the Director apprised of outcomes.

- Projects annual tuition revenue and prepares budgets as part of the Institute's annual budget process; monitors tuition revenues and tracks budgets to actuals; prepares reports.
- Manages enrolment reporting and related data integrity, delivering critical information to support IRO strategic goals for evidence-based planning, decision-making and monitoring of institutional performance. Supports Institute leaders by ensuring timely delivery of relevant reports to address their information requirements.
- Liaises with Financial Services, addressing annual tuition and fee structures, providing expertise in financial modeling, and participating in the resolution of related issues. Oversees development of statistical and other enrolment data in response to the VP, Administration & CFO's information requirements.
- Acts as first level contact for the Ministry of Advanced Education, Skills & Training (AEST), Industry Training Authority (ITA) and Trades Training BC (TTBC). Oversees the Institute's training plans and addresses funding, reporting and other related matters, while keeping the Director apprised of developments and challenges.
- Supports the Director in driving out enrolment planning initiatives, and by carrying out complex enrolment assignments. Also serves on diverse internal/external committees and project teams, providing enrolment advice and expertise in support of educational changes and improvements.
- Participates in professional organizations and remains current in strategic enrolment management practices and methods. Identifies improvement opportunities, recommending potential application to enhance the Institute's enrolment planning and management function.
- Manages reporting staff, including selection, coaching, mentoring, development, performance management and all other people-management practices.

## **QUALIFICATIONS**

- Relevant Bachelor's degree in a business discipline involving advanced data analysis.
- Six years related experience at progressive levels of responsibility, including a management role with emphasis on planning, data analysis, and reporting preferably within the unionized environment.
- Strong understanding of labour market trends.
- Experience in strategic enrolment management preferred.
- Knowledge of trades training/occupations preferred.
- An equivalent combination of education and experience may be considered.
- Advanced planning skills, with ability to develop and implement operational plans and service delivery.
- Advanced communication and interpersonal skills, with ability to collaborate and build positive relationships, internally and with government and external partners across education and industry sectors.
- Strong problem solving skills, with ability to apply sound judgment, evaluate courses of action, and making decisions on complex matters.

- Strong analytical and reporting skills, including data analytics, visualization, and numeric/statistical literacy.
- Strong project management skills with ability to plan and manage projects and initiatives of varied scope.
- Strong leadership skills and ability to manage reporting staff, involving all aspects of people management practice.