



University of New Haven

Assistant Director of Enrollment Systems Enrollment Operations Search #21-45A

The University of New Haven, founded on the Yale campus in 1920, is a private, coeducational university that has been recognized by The Princeton Review and U.S. News & World Report for academic excellence. Located between New York City and Boston in the shoreline city of West Haven, the University is a diverse and vibrant community of nearly 7,000 students from across the globe.

Within the University of New Haven's colleges and schools, students immerse themselves in a transformative, career-focused education across engineering, health sciences and healthcare, business, law enforcement and public service, the liberal arts and sciences, and the fine arts.

More than 100 academic programs are offered, all grounded in a longstanding commitment to collaborative, interdisciplinary, project-based learning. The University of New Haven ranks among the top universities in the Northeast and boasts nationally ranked programs in a number of majors across business, criminal justice, health sciences, engineering, cybersecurity, forensic science, and the liberal arts and sciences.

Here, the experience of learning is both personal and pragmatic, guided by a distinguished faculty who care deeply about individual student success. As leaders in their fields, faculty members provide the inspiration and recognition needed for students to fulfill their potential and succeed at whatever they choose to do.

Under the leadership of President Steven H. Kaplan, who was named the sixth president in 2004, the University has experienced significant growth — both in enrollment and in the expansion of the University's West Haven campus. Full-time undergraduate enrollment has more than doubled, and first-year applications have nearly quadrupled.

Over the last decade, the University has completed more than \$300 million in major capital projects while launching 26 new academic programs. The University has also added campuses in Tuscany, Italy, and Orange, Conn.

For more background on the University of New Haven please visit: www.newhaven.edu

The University of New Haven: [Campus tour given by students and an overview message from President Steve Kaplan.](#)



University of New Haven

SEARCH DESCRIPTION:

Reporting to the Director of Enrollment Systems, the Assistant Director of Enrollment Systems will be responsible for documentation of overall design, configuration, maintenance, testing, and support for all admissions systems to successfully meet university enrollment goals. This position will work collaboratively with undergraduate and graduate admissions offices.

CORE DUTIES:

- Oversee the day-to-day administration and management of Slate CRM platform for the graduate and undergraduate instances.
- Act as a liaison between graduate and undergraduate Admissions Departments to configure, maintain, create, and update processes and workflows within Slate.
- Assist admission teams to with daily and ad hoc query requests.
- Manage and maintain daily and ad hoc data imports into the system.
- Work with internal and external stakeholders for automation of integration application and data to support the Admissions departments.
- Update standard operating procedures and set a cadence for review so that procedures are current for the department.
- Initiate, plan, and monitor projects for Slate CRM process improvements for the Admission Information Systems team and University Admissions Offices.
- Ensure integration of admissions data between systems such as Axiom, Common Application, CAS Application and Ellucian Banner.
- Assist Admissions Director with one-on-one prospect meetings and other prospect outreach/follow-up initiatives.
- Provide excellent customer service and support for prospective students, applicants, faculty and staff.
- Participate as needed in special projects.
- Other ad-hoc duties as required.

QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

- Bachelor's degree in Computer Science, Information Technology, Information Systems, Business Management and/or equivalent.
- Minimum of one to three years of experience in higher education admissions.
- Experience supporting Slate and Banner.
- Strong interpersonal and communication skills and the ability to work effectively across departments.
- Working knowledge in MS Office applications; advanced knowledge in Excel.
- Knowledge of FERPA requirements for the security of applicant and student information.



University of New Haven

- SQL, HTML and Javascript abilities preferred.

University of New Haven Diversity, Equity, Inclusion, and Belonging Vision

The University of New Haven is an Equal Opportunity Employer and a diverse institution which celebrates, respects, and values individuals of all social identities. We believe that as members of the university community, our socio-cultural differences ignite intellectual growth and foster a culture of understanding that embraces our ever-changing society.

HOW TO APPLY:

If you have the qualifications we are looking for and are interested in working for an institution where the experience of learning is both personal and pragmatic and one that is guided by a distinguished faculty who care deeply about individual student success, we want to hear from you! Please submit a cover letter, resume, and three references, all of which will remain confidential, to hrdept@newhaven.edu.