



SACRED HEART MAJOR SEMINARY

Position Title: **DIRECTOR OF ADMISSIONS AND ENROLLMENT MANAGEMENT**

Location: Detroit, Michigan

Position Description:

Reporting to the Dean of the Institute for Lay Ministry, the Director of Admissions and Enrollment Management is responsible for all commuter student recruitment and admissions activities, collaborating with various constituents across the seminary to develop a unified vision and strategy for commuter student enrollment.

ESSENTIAL DUTIES RELATED TO RECRUITMENT

1. Conduct and oversee all facets of the admissions process with applicants, including generating inquiries, conducting admissions interviews, and ensuring that all appropriate admissions documentation is received.
2. Recruit undergraduate and graduate commuter students for all Sacred Heart programs.
3. Responsible for the day-to-day management of the recruitment aspects of the department's customer relationship management system (HubSpot).
4. Collaborate with the communications/marketing team on developing appropriate promotional materials and outreach activities.
5. Lead the necessary processes, through the Admissions Committees, for establishing, implementing, and evaluating admissions policies and procedures.
6. Hire, supervise, and evaluate the Office of Admissions and Enrollment Management staff and student employees.
7. Oversee the annual Office of Admissions and Enrollment Management budget and strategic plan.
8. Develop relationships with constituents across the Archdiocese of Detroit and local apostolates to drive student recruitment.
9. Schedule and lead undergraduate and graduate Admissions Committee meetings, including calling a vote on each applicant and preparing meeting minutes.
10. Chair the Sacred Heart Recruitment Council, convening two meetings per year.
11. Ensure that new student information is accurately entered into the Sacred Heart student database.

ESSENTIAL DUTIES RELATED TO ENROLLMENT MANAGEMENT

1. Collaborate with other departments in the ongoing assessment and development of the Strategic Enrollment Management (SEM) plan, overseeing strategic enrollment and retention activities that fall under the admissions/enrollment management office.

2. Report regularly on all admissions activities, including recruitment, enrollment, and retention, in addition to any relevant trends.
3. Develop and oversee new initiatives to enhance commuter student retention and graduation rates.

OTHER ADMINISTRATIVE DUTIES

1. Participate as a member of the Institute for Lay Ministry team and serve as a leader for special projects.
2. Lead the process of new student orientation and provide career services to Sacred Heart students.
3. Other duties as assigned by the Dean of the Institute for Ministry.

QUALIFICATIONS

1. Commitment to supporting and advancing the mission of Sacred Heart Major Seminary and the New Evangelization.
2. B.A., B.S. in educational administration or a related area; M.A., M.S. preferred.
3. Proven record of demonstrated knowledge, competence, and significant experience in higher education admissions/enrollment management.
4. Minimum three to five years administrative experience with preference given to those in the field of higher education.
5. Excellent team leadership, interpersonal, organizational, and technological skills
6. Exceptional skills in both oral and written communication.
7. Proficiency and demonstrated experience in computer hardware and software, including database applications and Microsoft Office Suite; willingness to learn the Sacred Heart student information system, Empower XL, is required.
8. Ability to maintain confidentiality regarding student files.
9. Ability to work some weekends and evenings.

Please submit resume and cover letter, listing three references, by Friday, October 9, 2020 to:

Attention: Ann Marie Connolly, Director Finance/Treasurer; Director of Human Resources
Email: connolly.ann@shms.edu
Mail: Sacred Heart Major Seminary
Attn: Ann Marie Connolly, Director Finance/Treasurer; Director of Human Resources
2701 Chicago Blvd.
Detroit, MI 48206
Phone: 313-883-8587
Start Date: November 16, 2020 (negotiable)
Compensation: \$65,000 to \$70,000 plus benefits
Process: Screening of applications will begin immediately, with priority consideration given to those who apply prior to Friday, October 9, 2020.

About the Institution:

Founded in 1919, Sacred Heart Major Seminary is a Roman Catholic seminary consisting of a fully-accredited, four-year College of Liberal Arts, as well as a fully-accredited graduate School of Theology. The seminary primarily forms priests according to the Heart of Jesus Christ the Good Shepherd, and further, prepares priests, deacons, and lay ecclesial ministers, equipping them for the work of ministry in the New Evangelization. The institution has approximately 500 students, including individuals from other countries; most students are enrolled on a part-time basis.

Sacred Heart Major Seminary is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the seminary may consider a candidate's religious affiliation in its employment decisions, consistent with state and federal law.