Posting Date: April 4, 2012

Position: DIRECTOR OF INFORMATION, TECHNOLOGY & TRAINING FOR ADMISSIONS
Department: Admissions
Hours per Week: Fulltime/12-mo

Primary Duties and Responsibilities

The following information is not meant to be all-inclusive. Other duties and responsibilities may be assigned as necessary.

Provide ongoing analysis of existing reports and data within Admissions department. Design new reports that strengthen the ties between data and action in admissions and recruiting. Develop a plan to maximize use of existing technology, including suggestions to implement new systems to support and improve the enrollment process, our operational performance and our capacity to attain strategic Admissions objectives. Assume responsibility for all Datatel related issues from patch testing to file review, establishing codes, changes to admissions module, coordinating with all other offices, managing security of the module – granting access to employees, troubleshooting, entering tracking database items, reporting needs. Train staff on new technology programs. Supervise all support staff and manage the daily administrative operations of the office.

Qualifications

A minimum of two years’ experience in data analysis including defining and reporting key performance indicators is preferred. Ability to synthesize ambiguous and disparate enrollment and admissions information. Must be able to document and communicate enrollment information to Admissions and technical professionals. Prior experience leading or managing staff is required. Knowledge of ability-based, outcome oriented educational practices is preferred. Requires familiarity with Microsoft Office, report writing tools and database systems; Datatel preferred. Requires excellent written and oral communication skills including the ability to articulate complex systems solutions to a non-technical population. Requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents such as reports, newsletters and general correspondence, and training material. Requires strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have strong problem-solving and collaborative skills, and the ability to professionally respond to variations in schedules and plans.

Education

Bachelor’s degree is required.

How to Apply

Apply on-line at www.alverno.edu

Please attach your cover letter and resume to the on-line application.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity