



Job Title: Enrollment Project Director

Location: Western Tennessee A&M Trade School

Job Type: Full-time, Contract

Reporting to: Director of Enrollment

Overview:

Western Tennessee A&M Trade School is seeking an experienced Enrollment Project Director to lead our enrollment management efforts. The Enrollment Project Director will be responsible for overseeing all aspects of enrollment projects, including planning, execution, and evaluation, and working collaboratively with the admissions team to achieve enrollment goals. The successful candidate will have a strong track record of success in enrollment management, excellent leadership skills, and the ability to develop and execute effective enrollment strategies.

Responsibilities:

- Develop and implement comprehensive enrollment management strategies that align with the school's goals and mission.
- Lead the enrollment team, providing guidance and direction to achieve enrollment goals.
- Collaborate with the admissions team to ensure timely and accurate processing of applications and enrollment materials.
- Develop and implement effective communication plans to engage prospective students and their families.
- Monitor enrollment trends and adjust strategies as needed to meet enrollment goals.
- Manage enrollment data and generate reports to inform decision-making.
- Stay up-to-date on industry trends and best practices related to enrollment management.
- Collaborate with other departments, such as marketing and academic affairs, to support enrollment efforts.

Requirements:

- Master's degree in Business Administration, Marketing, or related field.
- Minimum of 7-10 years of experience in enrollment management, preferably in a higher education setting.
- Strong leadership skills, with experience in leading and motivating a team.
- Excellent communication skills, both written and verbal.



- Demonstrated ability to develop and execute effective enrollment strategies.
- Familiarity with enrollment management software and data analysis tools.
- Knowledge of best practices and industry trends in enrollment management.
- Ability to work in a fast-paced environment and meet deadlines.

If you meet the requirements and are excited about the opportunity to lead a dynamic and growing team, we encourage you to apply for this position.