WEBB INSTITUTE

DIRECTOR OF ENROLLMENT and STUDENT AFFAIRS

THE INSTITUTION

Webb Institute is a unique, top-ranked undergraduate college offering a major in naval architecture and marine engineering. It is the only full-tuition scholarship undergraduate program of its kind in the country. Located in Glen Cove, New York on the shore of Long Island Sound, the former Pratt Estate houses the institution. Webb is a community of approximately 90 students taught by 11 full-time faculty members and several adjunct professors. Webb is highly selective, offers a rigorous academic program complemented by internships and consistently experiences 100% placement in work or top tier graduate studies for its graduating class.

Webb seeks an innovative, results-oriented professional with strong leadership and marketing skills to advance the admissions process at Webb. Strategic objectives include increasing the strength of the applicant pool, enhancing diversity of the student body, and enriching student life.

THE POSITION

Reporting to the President and working in close cooperation with the Dean and other administrators at Webb, the Director of Enrollment and Student Affairs is responsible for development and implementation of the recruitment plan, the student aid program, and oversight of student services including athletic and other non-academic programs.

The Director of Enrollment and Student Affairs manages a staff of two full-time employees, the Assistant Director of Financial Aid and the Assistant Director of Student Services.

Principal Responsibilities of the Director of Enrollment and Student Affairs:

- Creates and implements creative recruitment strategies, working collaboratively with the faculty, students, and entire Webb community.
- Develops a plan for performance measurement of the admission’s process and monitors and reports on performance to the President. Develops plans of action in response to these assessments.
- Collaborates with the Director of Media Relations and Communications as part of an integrated marketing plan that utilizes traditional and emerging forms of communication, with an emphasis on potential and current students.
- Oversees administration of financial aid and student services.
- Serves as an advocate for students, working collaboratively with other members of the Webb community to establish and implement programs that help ensure student success.
- Fosters a collaborative approach focused on providing outstanding customer service to students, parents, and prospective students.
- Manages office resources including budgeting, and supervises the Department of Enrollment and Student Affairs staff.
- Maintains policies relevant to admissions, financial aid, and student services.
Maintains a familiarity with laws, policies, procedures, and best practices relevant to admissions, administration of financial aid, and student services, and provides leadership in these areas to other team members.

**Required Qualifications**

- Commitment to embrace the mission and culture of Webb Institute.
- Understanding of effective recruiting communications and marketing practices, including the application of innovative technology and media in recruitment.
- Demonstrated leadership skills and effectiveness in developing and accomplishing organizational and financial goals.
- Strong analytical skills, and proven ability to make data-driven decisions.
- Knowledge of the application of laws, policies, procedures, and best practices relevant to admissions, financial aid, and student services.
- Superior communication skills with the ability to express, orally and in writing, Webb’s mission and vision with clarity, passion, and persuasion.
- Proficiency with Microsoft Office and familiarity with databases.
- Excellent supervisory and personnel management skills.
- Strong work ethic, evidence of good judgment, attention to details, ability to maintain confidentiality, and demonstrable personal integrity.
- Bachelor’s degree required; preferably related to education, business or marketing. Master’s degree a plus.

**COMPENSATION**

Salary is between $80,000 and $100,000 commensurate with experience. Webb offers a comprehensive benefit package.

**CONTACT and OTHER REQUIREMENTS**

Please send a cover letter, resume, and three (3) professional references by April 4th via email to jobs@webb.edu. Reference “Director of Enrollment” in the subject of any email. Employment is contingent upon successful completion of a background check.