

Company Description:

Framingham State University is a vibrant comprehensive liberal arts institution located just 20 miles west of Boston, which integrates an academically challenging liberal arts education with workforce preparation programs.

Our founding motto, "Live to the Truth", was said at the end of each class by beloved first principal, Cyrus Peirce, who sought to discover and teach "the truth" - "truth in theory and principle,...truth in spirit and motive,...truth in manner and form,...truth intellectual and truth moral." Principal Bagnall found this motto "speaks of sincerity of spirit,...of intensity of effort, of resolution to succeed, of joy in achievement." "Live to the Truth" continues to guide our institution in practice and endeavor. FSU seeks students and employees who share in this quest for truth and commit to living it fully.

Framingham State University is committed to Inclusive Excellence through collaborative and sustainable partnerships with faculty, staff, students and the greater community. At FSU, we encourage a supportive, diverse and collaborative environment in which we learn from each other through informed and open communication, institutional practices and community engagement. FSU provides a culturally relevant education that includes a beautiful campus with 35 bachelor's degrees with 80 concentrations and 70 minors, 24 master degree programs, a highly personalized teaching environment, and unparalleled commitment to excellence in diversity and inclusion.

Framingham State University is honored to be a four-time recipient of the prestigious INSIGHT into Diversity Higher Education Excellence in Diversity (HEED) award. The HEED award is the only national recognition honoring colleges and universities that exhibit outstanding efforts and success in the area of diversity and inclusion throughout their campuses.

Framingham State University was recently named as one of the top 10 universities in the U.S. for Black students based on the equity index scoring system developed by the University of Southern California Race and Equity Center. The University was also recently designated as a Howard Hughes Medical Institute (HHMI) Inclusive Excellence campus.

Visit www.framingham.edu/careers to learn more about employment opportunities at Framingham State University.

Job Description:

GENERAL STATEMENT OF DUTIES:

Assist the Assistant Dean/Director of Admissions Operations and International Recruitment with the planning, organization, and administration of the Admissions Processing Center at the University. Assists with undergraduate, graduate, and continuing education recruitment activities and enrollment management functions. Manages the Processing Center in absence of the Assistant Dean/Director of Operations and International Recruitment.

SUPERVISION EXERCISED:

Supervise subordinate professional, classified, contracted, and student employee personnel assigned to the area (at the discretion of the Assistant Dean/Director of Admissions Operations and International Recruitment); serves a leadership role with assigned tasks.

SUPERVISION RECEIVED:

Assistant Dean/Director of Admissions Operations and International Recruitment; will work on team projects under the supervision of designated team leaders.

EXAMPLES OF SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assists with the implementation and advancement of the Technolutions Slate CRM software solution. Assists with liaising with Business Analyst/Enrollment Management and other campus constituents, troubleshoots issues, advances implementation phases, coordinates staff training, and participates in professional development events. Liaises between Admission Operations and Information Technology Services (ITS) with regards to reporting systems, Slate, Axiom, Banner, Xtender, and Argos. Develops and monitors workflows and reports for Admissions Operations and Processing Center. Serves on the ASMIT Team and represents Admissions Operations on topics relating to the Unified Digital Campus (UDC) and other technology. Provides on-going departmental training as it relates UDC and other initiatives.
- Manages the Admissions Processing Center. Assists with developing, managing, and evaluating "paperless" processes that support comprehensive (undergraduate, graduate, and continuing education) enrollment functions at the University. Directly involved with Admission Operation processes including, but are not limited to, inquiry/application input, scanning, indexing, check/credit card payments, technology (e.g., Slate, Ellucian Banner, Xtender, Axiom Elite) configuration/integration, and technology (e.g., Slate, Ellucian Banner, Xtender, Axiom Elite) updates/troubleshooting. Manages annual set-up processes related to Slate and The Common Application. Weekend and evening work is required during identified "high volume" periods (e.g. November ? May) to proactively process incoming applications and credentials.
- Manages the execution of all communication plans for prospective undergraduate and graduate students along with identified non-matriculated students. Ensure that publications, letters, acceptance packets, and enrollment materials are sent at appropriate times while maintaining quality control. Reviews all applications to ensure necessary documents are received and monitors the request/completion of missing items when necessary. Collaborates with the Financial Aid Office to synch data (e.g., Social Security Numbers) between Slate and FAFSA.
- Coordinates proactive, seamless, and "paperless" communication with Graduate Program Coordinators to ensure sound decision making processing. Coordinates training and on-going support for Graduate Program Coordinators to use Slate for application review. Assists with Slate refinements that support business processes.
- Coordinates data collection via Banner, Slate, Common Application, and designated programs as it relates to Admissions Operations. Prepares statistical data/reports appropriate the Processing Center.
- Uploads test scores (e.g., SAT, ACT, GRE, GMAT, TOEFL, IELTS, etc.) through a secure shell into Slate. Serves as the primary point of contact with testing agencies to ensure timely test results and appropriate integration points. Troubleshoots as necessary.
- Assists with Day Division and DGCE recruitment (examples include, but are not limited to, Accepted Student Receptions, information sessions, and orientation events), off-campus programs (example includes, but is not limited to, attending a college/employment fair), and undergraduate application file review. Weekend and evening work, a valid driver's license, and access to reliable transportation is required.
- Assists with document shredding for Admissions Operations while ensuring compliance with Massachusetts Secretary of State (e.g. submits FORM RCB-2 - Application for Destruction Permission).
- Actively contributes to deliver a working environment that promotes optimism, collaboration, respect, solutions conscious dialogue, and exceptional service to everyone.
- Available to serve on special and/or standing committees of the University. Assumes major responsibility for one or more assigned tasks and for special projects as assigned.
- Strives to maintain and augment knowledge and skills in the admissions field through advanced study, professional activities or participation in conferences, seminars, workshops and similar professional gatherings. Off-campus travel and overnight accommodations are required.

- Ensures that affirmative action, equal opportunity and diversity are integrally part of all actions and decisions within the scope of duties.
- Designated as a Responsible Employee under Title IX and the University's Equal Opportunity Plan.

WORKING CONDITIONS:

Office work and off-campus recruitment travel

Requirements:

MINIMAL QUALIFICATIONS:

- Bachelor's degree; five (5) plus years of professional admissions experience working in higher education.
- Demonstrated experience using student information systems (e.g., Banner, PeopleSoft, Datatel, etc.) and CRM software (e.g., Technolutions Slate, Ellucian Recruiter, Salesforce) relating to Admissions work.
- Demonstrated experience coordinating projects and completing tasks independently.
- Demonstrated experience managing subordinate professional, clerical, and/or student staff.
- Demonstrated knowledge of higher education principles, practices and procedures as it relates to Admissions Operations.
- Demonstrated ability to work effectively with faculty, administrative staff, classified personnel and students.
- Demonstrated ability to express oneself effectively in written and oral communication.

PREFERRED QUALIFICATIONS:

- Master's degree; seven (7) plus years of professional admissions experience working in higher education.
- Demonstrated experience with Techolutions Slate, Axiom Elite, Ellucian Banner, and programs related to the Unified Digital Campus (e.g., Xtender and Argos)
- Demonstrated experience with The Common Application

Additional Information:

This is a full-time, exempt, benefits-eligible position in the Association of Professional Administrators (APA) bargaining unit at the rank of Associate Director. The salary range is \$55,000 - 60,000.

Framingham State University conducts criminal history and sexual offender record checks on recommended finalists prior to final employment for all positions.

Framingham State University is an equal opportunity/affirmative action employer.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Application Instructions:

Candidates must apply online at <http://framingham.interviewexchange.com> by submitting (1) a cover letter, (2) resume, and (3) the names and contact information for three professional references.

For best consideration, application materials must be received by December 31, 2018, however the search committee may continue to review applications until the position is filled.

Framingham State University only accepts application materials through our online application system. We are unable to accept application materials through mail, email, fax, or hand delivery. If you experience technical issues with the online application process, please submit a [helpdesk ticket](#).

Framingham State University understands that persons with specific disabilities may need assistance with the job application process and/or with the interview process. For confidential assistance, please contact the Human Resources Office at 508-626-4530 or humanresources@framingham.edu.

Apply Here: <http://www.Click2Apply.net/sfmsk549vhsffk82>

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