

East Arkansas Community College – Executive Director of Enrollment Management and Institutional Research

East Arkansas Community College is seeking nominations and applicants for the position of Director of Institutional Research and Enrollment Management.

WHO WE ARE

East Arkansas Community College is an independent comprehensive community college primarily serving six counties in Eastern Arkansas. The College's main campus is located in Forrest City on Interstate 40, within easy driving distance of Little Rock and Jonesboro, Arkansas, and Memphis, Tennessee, providing residents with the comforts of small-town life combined with easy access to the amenities of larger metropolitan areas. EACC is governed by a nine-member Board of Trustees; day-to-day operations are the responsibility of the President and her administration.

The College embraces change and opportunity and was praised in its 2019 HLC reaffirmation of accreditation as having an "unparalleled commitment to student success." We seek employees who embrace this commitment as well as our "stronger together" campus culture.

The challenges faced by EACC are typical of community colleges in Arkansas, and include serving underrepresented, under-resourced, and underprepared students. Everything we do is done in service of these learners and the causes and issues that are important to them.

EACC provides education and training to the future taxpayers of this state, and as a result, the College is very conscious of how we utilize fiscal resources. Our finances are strong due to our conservative spending practices and our ability to attract and manage funding sources.

If you want to make a difference, guide change, inspire people, and navigate challenges to achieve a greater good, EACC is the place for you.

POSITION DESCRIPTION

Under direction of the Dean of Student Services, the **Executive Director of Enrollment Management and Institutional Research** is responsible for all Registrar's office functions and for the college's institutional research activities including supervising admissions and enrollment functions, as well as collecting, analyzing, interpreting, and reporting data for the purposes of planning, supporting assessment, and informing decision-making. This position will support accreditation activities, strategic planning, and state and federal reporting requirements.

The **Executive Director of Enrollment Management and Institutional Research** will be tasked with:

1. Completing and coordinating IPEDS and ADHE reporting within scheduled deadlines.
2. Monitoring and projecting funding formula outcomes.

3. Engaging with Strategic Planning Committee and providing data to reflect progress toward Strategic Priorities.
4. Monitoring and improving processes, procedures, and policies for student admissions and records with a focus on enrollment and success.
5. Serving as chief Registrar and supervising all staff in the Registrar and Admissions area.
6. Supervising all registration and student records functions of the college including transcripts, transfer evaluation, registration for credit and noncredit coursework, data analysis and reporting, and graduation, and accurate data collection, analysis and reporting.
7. Supervising the input of class schedules and maintaining academic catalog records
8. Overseeing the maintenance and integrity of student academic records in accordance with FERPA regulations and ensuring compliance with College policies and federal, state, and accreditation regulations.
9. Ensuring the highest level of student service is provided in the areas supervised
10. Providing FERPA training/resources to the campus community.
11. Taking an active role in retrieving and providing data for the recruitment and completion efforts of the College.
12. Serving as a resource for assessment, accreditation, and grant applications.
13. Maintaining Strengthening Institutions Program status.
14. Serving as a resource for data campus wide.
15. Developing a data reporting section for the website.
16. Serving as a team member of the student services department as well as working in close collaboration with academics, marketing, and recruitment.
17. Supervising and developing employees and ensuring a positive and productive working environment.
18. Representing and promoting the College in a positive manner and being active in the community.

QUALIFICATIONS, SKILLS, AND ABILITIES

Five years of experience in compiling and analyzing information and data and reconciling detailed statistical or numerical information is required. Experience with completing these tasks in an educational setting is preferred. The ability to spot and trouble shoot data errors and make corrections is required. The ability to use computer software that utilizes large tables of data is required. The ability to comply with state and federal regulations is required. Qualified applicants must possess excellent interpersonal, written, and oral communication skills, have the ability to motivate a team, and develop a positive professional relationship with faculty, staff, and the community. A Bachelor's Degree in statistics, business, data science, education or a related field is required; a Master's is preferred.

WHAT WE OFFER

A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long

term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%).

Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 8 hours per month to 15 hours per month depending on years of service.

The opportunity to contribute to a fun, student-centric organization and to engage in meaningful work in service of others alongside other good people.

For more information on benefit plans, please visit www.eacc.edu/employment.

EXPECTED SALARY RANGE: The Expected salary range is \$60,000-65,000. However, the final salary offer is commensurate with experience and qualifications.

All interested candidates are encouraged to apply. EACC strives to attract a large and diverse pool of applicants.

References and current employer will not be contacted without prior notice to the applicant.

Candidates who wish to apply should submit an EACC application, cover letter, resume' or curriculum vitae, and transcript(s) to the EACC Office of Human Resources, 1700 Newcastle Road, Forrest City AR 72335. The application may be completed online at www.eacc.edu/employment and documentation may also be submitted via email to humanresources@eacc.edu . Review of applications will begin immediately and continue until the position is filled.

EACC is an AA/EO employer.

WORK HOURS

During the regular academic year (fall and spring semesters), EACC offers full-time staff four work schedule options: (1) 8:00-4:30 Monday through Friday; (2) 7:30-5:00 Monday through Thursday and 8:00-12:00 noon on Friday; (3) 8:00-5:30 Monday through Thursday and 8:00-12:00 noon on Friday; or (4) 8:30-6:00 Monday through Thursday and 8:00-12:00 noon on Friday. Some evenings and weekends may be required during peak registration times and for special events.