Slate Captain for Undergraduate Admissions

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Slate Captain for Undergraduate Admissions

Location: Elon University Campus

Title: Slate Captain for Undergraduate Admissions

Position Type: Staff Full-Time

Days Per Week: Monday - Friday

Hours Per Week: 40

VP Area: Admissions and Financial Aid

Department: Admissions

Position Summary

The Slate Captain is responsible for overseeing the university's customer relationship management system (CRM), Slate. This position is responsible for working with divisional leadership to build and enhance data-driven admissions CRM processes, resources, and recruitment tools. Additionally, this position collaborates with Territory Managers, the Campus Visit team, and Admissions Records Department to leverage Slate to meet annual enrollment goals. The Slate Captain is also responsible for working with the Director of Communications for Undergraduate Admissions to deliver the prospective student communication flow outlined by the Vice President for Enrollment and/or Dean of Undergraduate Admissions and organizing the annual updates of communication rules. Lastly, this role provides leadership in updating and maintaining all undergraduate admissions, scholarship, and special program application platforms.

Benefits of Working at Elon

As an Elon University employee, you'll join an internationally acclaimed university with a commitment to fostering a thriving community. Ranked among the most innovative, creative and best-run universities in the nation, Elon's personal approach to education extends to employees, whose growth, professional development and success is a hallmark of our training and advancement opportunities.

Elon University's home is the charming town of Elon, North Carolina, a small, friendly community located a short distance from the beach and the mountains, and among the vibrant cities of Greensboro, Raleigh and Durham. In addition to the beautiful canopy of historic oak trees iconic to our campus, you'll find boundless opportunities for family-friendly recreation, cultural events and outdoor activities. Hiking, water sports, fine dining and entertainment are just a few of the many happenings in the Elon area, making the region one of the nation's premier travel destinations.

Employees at Elon enjoy a generous and comprehensive benefits package that includes:

28 annual days off, including holidays and vacation.

Immediate tuition remission for undergraduate courses

Tuition remission for approved graduate-level courses after 12 months of employment.

Retirement plan with an 8 percent contribution from the university.

Immediate eligibility for health, dental and vision insurance, along with free acute care and lab services at our onsite Health & Wellness Clinic.

Free use of campus fitness facilities.

Free admission to musical and theater performances, guest speakers, religious and ethnic observances, recitals, art exhibitions, entertainment and our Division I Phoenix athletics.

Eligibility for tuition remission at Elon for spouses, qualifying domestic partners and dependents begins at two years of service. After two years of employment, eligibility begins for participation in the Tuition Exchange, a national scholarship exchange program that enables dependents to enroll in nationally recognized partner colleges and universities.

Elon values and celebrates the diverse backgrounds, cultures, experiences and perspectives of our community members. As an equal opportunity employer, Elon's principles of diversity extend to race and gender identity, age, disability status, veteran status, sexual orientation, religion, and other aspects of one's identity. At Elon, our employees respect human differences, passion for lifelong learning, emphasis on personal integrity and an ethic of service.

Minimum Required Education and Experience

3-5 years of enrollment experience, with a strong focus in database administration through Slate

Preferred Education and Experience

5+ years of enrollment experience, with progressive work in Slate as a main CRM

Job Duties

- Database Administration

  This position manages and maintains over 200,000+ prospective student records annually. Determine processes and procedures within the system for the entire office, and select campus partners, to follow. Provides annual update and maintenance to the system, as well as ongoing training for key users on staff. Oversees rules and permissions for users. Creates data share and implementation processes with vendors, chief among them, the Common Application. This role builds and launches Elon's online applications for all undergraduate student populations (first-year, transfer, special), and updates applications that are housed on third-party websites. Releases all admission and scholarship decisions - maintains oversight of the Acorn Account, which serves prospective students as their primary portal for information exchange and document submission through the admissions process. Creates all event landing pages, communication for registrants, and post-event evaluations. Lastly, this role creates reports to track progress of key recruitment initiatives.
- Fellows Program Liaison

  This role works closely with the university's eight Honors and Fellows Programs. This position creates the online application, receives submissions and supporting materials, and distributes them to Fellow's directors across campus. The Slate Captain ensures all Fellows decisions are accurately captured and communicated to students each spring and creates scholarship agreements to track yield for each program. Manages a number of reports in Slate for admissions leadership and campus partners to track application numbers to the programs, Fellows Weekend registration numbers, and response rates to offers.
- Supervision

  This role supervises the Data and Research Analyst for Admissions and Coordinator for Admissions Systems and Technology. This includes hiring, training, and professional development of these individuals. Additionally, this role conducts performance evaluations for each and provides ongoing coaching through regular meetings.
- Reporting/AI Integration

  Develop reporting tools that will be distributed among enrollment divisions and partners from across campus. Create systems for enrollment partners to gather information from matriculating students through the admissions portal (Acorn Account). Lead discussion and integration of AI tools to optimize Slate.
- Enrollment Partner and Vendor Support

  Provide occasional support to enrollment vendors and third-party organizations. This could include data transfers through SFTP processes, establishing websites, and sharing digital assets for outreach to prospective students and their families.

Inclusive Community Building

Community Is foundational to Elong and a shared responsibility within our residential campus. All who work at Elon should demonstrate an understanding of and engagement with Elon's foundational commitment to relationships, mentoring and collaboration in a close-knit residential community. We embrace the shared responsibility to foster inclusive excellence within a strong residential community. Accordingly, employees are expected to join together and build connections in activities that foster an active and engaged campus environment and engage in professional development to support the shared responsibility of enriching diversity, equity, and inclusion through meaningful relationships and mentoring at Elon. Employees are encouraged to, for example, attend or participate in campus activities such as College Coffee, Numen Lumen, campus cultural events, athletic events, continuing education, professional development opportunities and trainings, employee resource groups and other university-sponsored activities to demonstrate an active commitment to the Elon community.

To Apply: To apply, visit: **https://jobs.elon.edu/jobs/slate-captain-for-undergraduate-admissions-elon-university-campus-north-carolina-united-states**.

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