



Maine School of Science and Mathematics

Where Going Beyond is the Norm

JOB POSTING **Dean of Enrollment Management**

Application Posting Date: Wednesday, April 3, 2024
Application Closing Date: Until suitable candidate is found

The Maine School of Science & Mathematics invites applications for a Dean of Enrollment Management.

Responsibilities:

- Lead and mentor the growth and success of MSSM's admission team to achieve the School's goal for enrollment of mission appropriate students.
- Oversee all enrollment activities of MSSM including growing the admission funnel (inquiries, applicants, yields), promoting student retention, and managing financial aid.
- Enthusiastically represent MSSM throughout the state of Maine, domestically, and internationally; including extensive state and some national and international travel.
- Foster strong relationships with prospective students and families, teachers and placement counselors throughout Maine, educational consultants, and feeder programs.
- Develop and implement a comprehensive annual admission plan, build the departmental budget to meet that plan, and oversee the efforts of the admission office staff.
- Design systems for reliable enrollment data, complete data analysis, and present data-driven reporting for the School, the Board of Trustees, and the Department of Education and Legislature.
- To manage the re-enrollment of current students for the succeeding year.
- To oversee the network of parents, former parents and alumni to assist in the admissions program.
- Serve as a member of the School's Leadership Team
- Exemplify a culture of collaboration and collegiality and engage in the School's residential community.
- To perform other duties as assigned by the Executive Director.

Qualifications:

The successful candidate in this position must be able to function comfortably in a team environment and relate well to co-workers and students. This position requires maturity, supervisory skills, demonstrated leadership and organization skills. Bachelor's degree or higher required, along with a minimum of 3 years of experience in Admissions or a related field.

The normal work environment will vary greatly depending upon the tasks and needs of the MSSM. Time will be spent at the school, driving, and at various meetings. Overnight travel is required.

If you are interested in the above position and meet the eligibility requirements, please complete and return an MSSM application for employment [MSSM Employment Application](#) a cover letter, CV/resume, and three letters of recommendation to employment@mssm.org or via fax at 325-3340 attention: Tracy Moore

MSSM is an Equal Opportunity Employer