The director of enrollment management for the Virtual Academic Center is a professional staff position responsible for the day-to-day direction of the online academic program format at the Mandel School. This director will integrate the Mandel School’s Virtual Academic Center into the operations of the school and the university. This director will be responsible for, but not limited to, student acquisition, program operations, student management, student/faculty relations and service. While the current position is to focus on the MSSA program, other virtual degree programs might be developed in the near future. The university central administration will ultimately oversee the integration of the online learning program known as the VAC for the MSSA program within the institution. The director of enrollment management will direct and coordinate all activities between the institution, the school and the academic partner, EmbanetCompass. The position requires some travel and access to a vehicle.

Qualifications:
5 to 8 years’ experience with progressive responsibility in higher education operations; Bachelor’s degree in higher administrative education; Master’s degree preferred; Ability to implement an online program format side-by-side with an on-campus program format; Knowledge of online education; Familiarity with learning management systems such as Moodle or Blackboard, PeopleSoft, and other software used in higher education analysis.

Please visit our website at jobs.case.edu to apply on-line.

In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups including LGBT, and individuals with disabilities are encouraged to apply.