

Manager of Enrollment and Financial Aid**Band III, Zone A – Academy of Art**

Under the supervision of the Director of the Academy of Art and Art Museum, the Manager of Enrollment and Financial Aid assists in achieving the enrollment goals of the Academy. The Manager provides strategic and comprehensive enrollment strategies to attract, recruit, and enroll highly qualified graduate students and is a key member of the strategic leadership enrollment team.

Responsibilities include, but are not limited to: Direct the development, implementation and coordination of a strategic marketing and recruitment plan for the Academy's enrollment. Oversee the recruitment, application, and acceptance processes. Meet with and counsel prospective students; provide admissions and program information. Hire, train, supervise, and encourage professional development for all staff in Enrollment and Financial Aid. Maintain Title IV Participation Agreement with the U.S. Department of Education and updates the agreement, as needed. Support and actively participate in the academy's major initiatives for process improvement in financial aid and student services. Administer institutional and Title IV federal aid programs which are primarily loans and work study for graduate students. Direct the student scholarship program. Administer Federal Work Study (FWS) and other student employment programs including eligibility and monitoring earnings. Develop and recommend financial aid strategy, package and award student aid. Advise prospective and current students about financial aid, including entrance and exit loan counseling. Oversee and ensure that the Academy's Veteran's Benefits certification process is efficient, timely and accurate. Ensure compliance with VA regulations, monitors student progress and updates records for reporting. Work with the Michigan State Approving Agency to obtain approval of latest programs.

Requirements: Bachelor's degree required. Five or more years of progressively responsible experience in higher education financial aid. Experienced in Admissions and/or working within an enrollment management model. Has excellent written and oral communications skills with the ability to communicate effectively with community members with diverse cultural and economic backgrounds. Experienced with supervising and leading a diverse team. Demonstrated commitment to student-centered services. Possesses excellent interpersonal skills. Proficient with Microsoft Office, including Word, Excel, and knowledge of higher education software. Able to produce and interpret statistical data for admissions and enrollment use. Exercise independent judgement and is adept at problem solving. Able to be creative and innovative. For consideration, please submit a cover letter, resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax to (248) 645-3014, or email humanresources@cranbrook.edu. Our Employee Application can be downloaded from this Employment Page.