

Cranbrook is comprised of a graduate art academy, an art museum presenting modern and contemporary art and design, a natural history museum, three historically-significant homes and gardens, as well as a renowned pre-K through grade 12 independent college preparatory school.

Manager of Enrollment and Financial Services

The Manager of Enrollment and Financial Services is directly responsible for admissions and financial aid for all new and continuing graduate Academy of Art students. S/he oversees other enrollment areas including records and registration, student services, and billing. Responsible for all compliance and regulatory aspects of these areas.

Responsibilities include:

Administer institutional and federal aid programs. Direct the student scholarship program. Direct all aspects of federal loans. Responsible for Federal Work Study (FWS) and other student employment programs including eligibility, employment process, and payroll. Responsible for the recruitment, application, and acceptance processes. Support Artists in Residence (faculty) in student admission process. Administer the reporting of enrollment services-related institutional research, which may include IPEDS, FISAP, HLC, AICAD. Oversee student orientation, and Commencement. Oversee student housing and student activities. Oversee student accounts and billing.

Requirements:

Minimum of a Bachelor's degree and five years of financial aid experience combined with two years of admission experience. Demonstrated knowledge of federal, state and institutional financial aid process/programs, pertinent laws, rules and regulations; auditing processes; admission/enrollment services techniques; strong analytical and organization skills. Requires excellent written and oral communication skills with the ability to communicate effectively with Community members of diverse cultural and economic backgrounds. Computer proficiency in Microsoft Office and the ability to produce complex spreadsheets and statistical reports required. Must have experience with basic accounting practices (accounts receivable, budget preparation/tracking, etc.). Experience with SlideRoom application software and student financial aid EExpress and DLTools desired. Requires ability to work effectively under pressure to meet timelines and objectives.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement. We also offer generous paid time off, 10 paid holidays and 3 optional holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

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 (248) 645-3014, or email humanresources@cranbrook.edu. Applications can be downloaded at the following link: <http://www.cranbrook.edu/employment>

The deadline to submit resumes and applications is June 30, 2019.

Cranbrook is committed to Equal Employment Opportunity (EEO) and nondiscrimination in all aspects of employment. As an EEO employer, Cranbrook's policy is that employment-related decisions shall be made without regard to an applicant's or employee's race, color, national origin, religion, creed, sex, height, weight, marital status, disability, veteran status, age, sexual orientation, gender identity, genetic information, or any other basis prohibited by local, state or federal law.

