



## Job Posting

### **ADMISSIONS AND FINANCIAL AID MANAGER**

#### About SEA

Sea Education Association (SEA) is a non-profit educational institution and an internationally recognized leader in ocean education. Since 1971, SEA has educated students about the world's oceans and current issues such as climate change, ocean plastics, and coral reef degradation through its experiential academic programs at the undergraduate, high school, and gap year levels. SEA undergraduate programs deliver college credit through association with Boston University. SEA has an onshore campus located on Cape Cod in the oceanographic research community of Woods Hole (Falmouth) and owns and operates two sailing research vessels: the *SSV Corwith Cramer* in the Atlantic Ocean and the *SSV Robert C. Seamans* in the Pacific.

SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ candidates. SEA is committed to the development of a multicultural environment. We value input of multiple viewpoints and perspectives across the organization; our goal is to create an academic and working community that is rich in cultural, social and intellectual diversity.

#### **OVERALL RESPONSIBILITIES**

As a key member of the enrollment team, the Admissions and Financial Aid Manager works with the Dean of Enrollment Management and colleagues to meet annual enrollment goals for high school, gap year, and undergraduate programs of Sea Education Association. Reporting to the Dean of Enrollment Management, this position manages and coordinates admissions and financial aid systems and processes and supervises the admissions counselor. S/he/they is/are responsible for daily management of the admissions office, converting applicants to enrolled students, tracking enrollment, and closely coordinating communications and activities with the marketing manager and director of student services.

#### **MAJOR TASKS**

- Manages the staff and operations of the Admissions office to ensure an effective and efficient admissions process from point of inquiry to admissions decision.

- Serves as point person for strategic utilization of the Blackbaud application portal.
- Hires, trains, and supervises admissions staff to provide timely and professional communication, advising, and support to prospective students and parents.
- Administers the application process for all SEA programs. Ensures that academic standards are maintained throughout the admissions process and makes recommendations for improvement.
- Monitors enrollment for each program, produces regular reports, and provides data and updates to the dean, senior management group, and other relevant colleagues.
- Coordinates the collection of SEA financial aid applications and review by the financial aid committee
- Works with colleagues in institutional relations to ensure effective implementation of policies and procedures with external partners throughout the enrollment process
- Collaborates with marketing manager to craft and maintain automated email flows to inquiries and applicants
- Represents SEA at study abroad fairs and other recruitment events as needed
- Schedules, promotes, delivers and/or coordinates webinars including general information sessions and faculty presentations
- Assists in preparation of the annual enrollment goals and admissions budget
- Other duties as assigned.

### QUALIFICATIONS

- Bachelor's degree required; master's degree in related field preferred
- Professional admissions experience in secondary or higher education context; off-campus programs or education abroad context preferred
- Commitment to SEA's mission and ocean focus; understanding of and ability to articulate the impact of field-based or experiential learning programs;
- Ability to manage Blackbaud admissions system and other digital technologies to streamline processes and reporting
- Supervisory experience and demonstrated success in mentoring and coaching for professional development
- Support for diversity, equity, and inclusion in developing student groups and staff team
- Excellent written and oral communications skills
- Superior organizational ability and time management
- Flexibility and willingness to think outside the box

- Valid driver's license with a clean driving record

### PHYSICAL REQUIREMENTS

- Ability or acceptable accommodation to receive and respond to telephone calls, emails, and texts

Other possible physical requirements:

- Ability to lift or maneuver up to 50 pounds, continuously stand or walk and bend, squat, and climb stairs
- Ability to travel occasionally by air and/or ground to represent SEA

### COMPENSATION

The salary range for this position is \$50,000-55,000. This position has the potential to be classified as remote or hybrid, with hybrid preferred. SEA offers a competitive benefits package including medical/dental/vision/life insurance, vacation/sick/personal/holidays, retirement plans, Aflac and flexible spending accounts.

### HOW TO APPLY

Please send a cover letter, resume and three professional references to [AdmMgrSearch@sea.edu](mailto:AdmMgrSearch@sea.edu). Any questions may be addressed to the same email. SEA will accept applications until the position is filled.