



LYME ACADEMY

OF FINE ARTS

Director of Student Engagement Job Description

The Lyme Academy of Fine Arts is seeking a dynamic, full-time Director of Student Engagement to join its dedicated staff. The Director of Student Engagement plays a pivotal role in managing and supporting our enrolled and prospective students, and in furthering our organizational and institutional goals. The Director of Student Engagement is responsible for fostering a positive environment for students while contributing to the Academy's overall growth and success. Reporting to the Artistic Director and Managing Director, the Director of Student Engagement will collaborate closely with the Director of Academic Affairs.

Key Responsibilities:

- Serve as the primary point of contact for enrolled and prospective students.
- Manage student enrollment and registration in coordination with the Director of Academic Affairs.
- Communicate effectively with applicants and registrants throughout the enrollment process.
- Facilitate the onboarding process for new students.
- Support the Academy's enrollment goals through effective outreach and communication strategies.
- Oversee student communications, including distribution of materials, billing notices, and general information.
- Monitor student affairs, identifying opportunities for growth and improvement.
- Develop and manage student services and resources.
- Serve as the liaison to students, ensuring their needs are met and their experiences are recognized and assessed.
- Coordinate with Housing & Accommodations Support to provide student referrals.
- Collaborate with local organizations to provide student health and wellness resources.
- Prepare for and oversee the acceptance of international students, managing the SEVIS process.
- Prepare budgets and manage requirements related to student affairs.
- Liaise with the Board of Trustees' Academic Affairs Committee.
- Organize student activities and events to foster a vibrant campus community.
- Develop initiatives to support alumni engagement and anticipate future opportunities.

Qualifications:

- Highly organized with exceptional attention to detail.
- Strong interpersonal and communication skills.
- Collaborative and team-oriented approach, with an emphasis on DEI.
- Proficiency with Student Information Systems; experience with Campus Cafe preferred but not required.
- Familiarity with SEVIS and Google Educational Suite preferred but not required.
- Comfortable with technology and adaptable to new systems.

Compensation:

- Full-time position (40 hours per week).
- Annual salary of \$60,000.
- Health benefits and 401k plan included.

Application deadline is August 23, 2024 with an anticipated start date before September 30, 2024.

It is the policy of Lyme Academy of Fine Arts not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

Please apply at www.lymeacademy.edu under the "Opportunities" tab.