

Job Announcement: Enrollment Manager – Temple University Rome

Position Title: Enrollment Manager

Location: Temple University Rome Campus

Schedule: Full-time | Some evening and weekend hours required | frequent travel required

Overview:

Temple University Rome seeks a dynamic and strategic **Enrollment Manager** to lead and execute comprehensive recruitment and enrollment initiatives for our undergraduate programs. This position plays a pivotal role in promoting Temple Rome's offerings to prospective students and their families, guiding them through the admissions journey, and enhancing student transitions from locations around the world to our campuses. The Enrollment Manager serves as a key liaison between departments, ensuring seamless communication and service across the entire student lifecycle.

Key Responsibilities:

- Develop deep expertise in Temple University and Temple Rome academic programs.
- Design and implement the strategic enrollment and recruitment plan.
- Conduct research and engage with high school students, families, and counselors, both virtually and in-person.
- Deliver presentations, host information sessions, and attend events representing Temple Rome in a professional and enthusiastic manner.
- Serve as the primary contact for prospective and deposited Temple Rome Entry Year (TREY) students, providing personalized guidance and support.
- Act as liaison between Temple Rome and Temple University's Main Campus Admissions team.
- Mentor and support students and families through the application, enrollment, and pre-arrival processes.
- Collaborate with International Admissions and Education Abroad teams to refine and improve recruitment strategies and operational processes.
- Lead initiatives to enhance orientation, student visa procurement, registration, and student communications.
- Track student engagement and yield by analyzing data on application, enrollment, and commitment trends to improve recruitment and support strategies.
- Contribute to the development of marketing materials in coordination with the Marketing Manager.
- Assist in training and onboarding new TREY staff members.
- Respond promptly and professionally to email and phone inquiries to ensure an exceptional experience for all.
- Perform additional duties as assigned.

Qualifications:

- Legally eligible to work in the EU.
- Fluency in English; additional languages are preferred.
- Bachelor's degree required; Master's degree preferred.
- 1-2 years of experience in admissions, enrollment, international education, or a related field.
- Strong interpersonal, presentation, and communication skills.
- Demonstrated ability to manage projects, coordinate across teams, and work independently.
- Experience with CRM systems such as Banner, Slate, Terra Dotta is a plus.
- Availability to travel and work evenings/weekends as needed.
- Passion for higher education, student success, and international experiences.

Schedule & Compensation

This is a Full-time role with flexible hours, remote work possible depending on student needs and program demands. Compensation to be determined based on experience and qualifications.

Application Process

Interested candidates should submit a resume and cover letter, along with 2 to 3 references to nicole.leonardelli@temple.edu detailing their qualifications and interest in the role. Applications will be reviewed on a rolling basis. Start date is anticipated for early September 2025.

Working Conditions and Environment

Temple University Rome is supported by a small, collaborative team dedicated to advancing campus initiatives and enhancing the student experience. This position offers a high degree of flexibility and autonomy. Please note that availability during evenings, weekends, and holidays may occasionally be required based on program needs.

Equal Opportunity Employer

Temple University Rome is committed to diversity and inclusion, and all applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability.