

About the New England Board of Higher Education

Established in 1955 by six visionary New England governors, the New England Board of Higher Education (NEBHE) is a regional compact organization that helps leaders assess, develop and implement education practices and policies of regional significance; promotes regional cooperation that encourages efficient sharing of education resources; and strengthens the relationship between higher education and the regional economy.

Located in downtown Boston, NEBHE values a diverse team of individuals and a collaborative workplace that support its goals to address the varying needs of the region's learners and to provide leadership, programs and services that increase equity in postsecondary education outcomes.

Director of the Regional Student Program

General Summary

Reporting to the NEBHE President, the Director is responsible for administering NEBHE's longest running program, the Regional Student Program (RSP), also known as Tuition Break. The RSP engages the region's public higher education institutions in the sharing of academic programs across state lines while providing significant tuition savings to eligible residents of the New England states. Responsibilities include strategic planning and program development, engagement with constituents, outreach and promotion, information dissemination, and analyzing and reporting on program enrollment, offerings and financial benefits.

Essential Job Functions

Management and Administration

- Engage with NEBHE stakeholders (board, staff, program participants, etc.) to chart the future direction and a strategic plan for the RSP to sustain growth and relevance
- Identify new opportunities and strategies for supporting postsecondary enrollments in the region
- Expand and coordinate NEBHE's portfolio of strategic enrollment management programs and services for both public and independent institutions, in collaboration with other initiatives including the transfer program
- Ensure successful operation of the RSP, consistent with NEBHE policies
- Consider strategies for program growth and success, to increase program offerings, enrollment and benefits
- Sustain and promote active participation by New England public colleges and universities
- Engage participating institutions in annual program review and annual enrollment survey
- Maintain responsive communications with key officials, including admissions and enrollment management officers, academic deans, institutional researchers and others, at participating colleges and higher education systems and boards
- Engage RSP advisory committee in consideration of policies, planning and issues, and convey committee recommendations to the President and NEBHE Board
- Collaborate and network with counterparts at the three other regional higher education compacts
- Coordinate with the Director of Administration and Finance and the President on fiscal year budget planning for RSP-related expenditures

Communications, Outreach and Marketing

- Communicate the program's value and benefits to constituents, including legislators, higher education leaders, school counselors, students and their families and other constituents
- Increase visibility of the RSP in partnership with state agencies, organizations, institutions and schools
- Expand use of digital and other tools for marketing, outreach and communications to expand program awareness and enrollment
- Present information about the RSP at higher education events, workshops and college fairs for key constituents, including students and families, school counselors, community-based and college access and planning outreach organizations, college admissions and transfer officers, and legislators

- Develop partnerships with school counseling departments at the district-level to increase participation of diverse student populations in the RSP throughout New England
- Produce and post content for NEBHE website and interactive database of eligible programs, as well as general financial aid and college planning information
- Prepare, edit, and publish digital and print RSP materials and promotional pieces
- Promote the RSP through social media, as well as editorial and advertising targeting college-bound students and families and school counselors
- Monitor and update information about the RSP published by other organizations including scholarship search websites, and financial aid agencies and other organizations providing college planning and financial aid information and advice to students and families
- Research and respond to inquiries about the RSP and higher education

Research and Reporting

- Report data on RSP enrollment including analysis by program, area of study, degree level, eligibility type, institution, as well as aggregate tuition revenue and savings
- Provide customized reports on program participation and benefits to NEBHE Board members, legislators, higher education leaders, presidents and senior leaders of participating institutions, and other NEBHE constituents
- Maintain a secure accurate database of RSP student participants including multiple characteristics
- Conduct biannual surveys of participating institutions including spring survey of program offerings and fall survey of enrollment data and student characteristics and report results
- Develop and implement surveys of postsecondary leaders and enrollment managers in the region to provide insights regarding enrollments, challenges and opportunities
- Ensure that NEBHE understands and complies with applicable data protection requirements and regulations

Management of Study Abroad Programs

- Manage NEBHE's study abroad initiatives including Quebec, Nova Scotia and Chinese Government Scholarship program

Organizational Support

- Work collaboratively with directors and staff of other NEBHE programs and initiatives
- Engage in organization-wide efforts to actively support and promote diversity, equity and inclusion, internally and externally
- Promote and maintain positive relations for NEBHE
- Perform other related duties as required by the President

Supervisory Responsibility

Supervise staff and interns in the RSP department

Qualifications

- Master's degree. Minimum five years of relevant experience in higher education, program management or similar field
- Experience in enrollment management, college admissions and financial aid, and college counseling is strongly preferred
- Working knowledge of higher education trends and issues, especially as they pertain to public colleges and universities and systems across the six New England states
- Commitment to NEBHE's goals and priorities and ability to work independently and cooperatively to support their accomplishment
- Demonstrated commitment to the principles of diversity, equity and inclusion
- Ability to establish positive public relations for NEBHE and interact effectively with a wide variety of people
- Demonstrated ability to exercise good judgment and handle confidential information responsibly
- Strong written and verbal communications and presentation skills
- Familiarity with digital marketing and admissions-related marketing tools and strategies
- High-level proficiency with Microsoft Office, especially Excel; proficiency with FileMaker Pro; InDesign or similar programs and tools; WordPress, Constant Contact and social media platforms
- Familiarity with communications and production of digital and print publications

- Strong attention to detail, effective time and task management

Working Conditions & Physical Requirements

More than half of time spent in an office setting, not subject to extremes in temperature, noise, odors, etc.

Prolonged periods sitting at a desk and working on a computer

Must be able to lift up to 15 pounds at times

Attendance is required at events during and outside of normal work week hours, about 5% of time

Ability to travel independently by car throughout New England, and occasionally beyond, about 12% of time

Ability to travel overnight, including occasional multiple nights, about 5% of time

Salary Range

\$85,000-105,000, commensurate with experience

How to Apply

Please send a cover letter and resume to careers@nebhe.org.

Equal Employment Opportunity Policy

NEBHE actively seeks to achieve a diverse workforce. It provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, protected military or veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.