

## **Project Manager (Enrollment Management)**

Location: **Cedar Rapids, IA**

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### **Description**

The Project Manager within Enrollment Management works as a liaison between RuffaloCODY clients and internal departments to ensure client satisfaction. The Project Manager (or PM) will be immersed in the Enrollment Management division, a strong professional background and illustrated understanding of an admissions environment is essential. The Project Manager opportunity within Enrollment Management has location flexibility.

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Establish and manage timelines, lead program implementation
- Monitor progress, results and make recommendations to enhance program performance
- Create invoices for clients; maintain budget(s)
- Build & maintain relationships with clients & internal groups
- Assist RuffaloCODY Account Executive's with strategic planning

### **Qualifications**

#### **Required:**

- Bachelor's degree
- Two or more years of admissions experience
- Ability to communicate effectively and efficiently
- Strong organization skill set & attention to detail
- Illustrated management or leadership experience

#### **Preferred:**

- Two years + project management experience
- Strong comprehension of Microsoft Office Suite; Word, Excel, Outlook, Project

- Illustrated work history that show cases client relations, customer service

Apply Online at:

<https://tbe.taleo.net/NA9/ats/careers/requisition.jsp?org=RUFFALOCODY&cws=1&rid=157>