



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position: A00500**

**Date: 5.24.18**

## **ADMINISTRATIVE POSITION ANNOUNCEMENT**

**TITLE:** Director of Admissions and Student Life

**DEPARTMENT:** Graduate School of Religion and Religious Education, Rose Hill

The Graduate School of Religion and Religious Education (GRE) has an exciting, dynamic opportunity for a Director of Admissions and Student Life (ASL) to join our community. Under the direction of the Dean, the ASL Director will direct and implement all of GRE's processes of and approaches to recruitment, admissions, retention, and student life.

**RESPONSIBILITIES:**

- The ASL Director provides professional, ministerial, or career counseling; collaborates with the marketing communication team; evaluates and addresses student community needs, and trains and supervises at least one student graduate assistant.
- The ASL Director facilitates new student orientations, diploma ceremony, and community events.
- Required to work weekends (2-3 each semester) and intermittent evenings (for recruitment and other events)
- Directs GRE Recruitment, Admissions, and Retention Process.
  - Facilitates prospective student communications and information sessions/events. Communicates with over 300 inquirers each year to assist them in discerning readiness for and compatibility with graduate studies at GRE. Convenes open houses and information sessions.
  - Manages application process from inquiry to initial enrollment. Oversees and reviews applicant files and makes admissions recommendations to the Dean. Directs Academic Orientations and prepares events for newly accepted students.
  - Tracks, analyses, and reports data on conversion, retention, degree completion, and other enrollment management related information.
  - Provides prospective students with initial information regarding degree programs, tuition, student financial aid, international student applications, etc.
- Researches and assesses the needs of GRE students and provides services, activities, and informational resources to meet those needs.
  - Direct student life toward community building, retention, and academic success.
- Participate in GAAC and Institutional Reporting.
  - Serves as GRE liaison to GAAC. Participates in assessment process for program revisions. Contributes to the drafting of the Annual Report.
- Serves on the following committees.
  - Convenes academic area specific admissions committees.
  - Participates, as determined by the Dean, in the GRE Council and other standing committees.
  - Collaborates with the Marketing and Communications team.
- Other Job Functions
  - Supervises one graduate assistant, including work assignments and review, instruction, performance evaluation. This duty includes conducting interviews and making recommendations when hiring. Other duties as assigned by the Dean.

**MINIMUM QUALIFICATIONS**

- Master's degree and a minimum of two years of previous experience working in an educational environment.
- Background in student data management systems, student development, counseling, pastoral care or related fields.
- Knowledge of concepts and principles pertaining to student admissions and advising practices, as well as skills in career development. Ability to analyze and track data.
- Event and meeting planning skills.
- Effective oral and written communication, as well as interpersonal and intercultural skills.
- Must have the ability to handle interruptions in a fast-paced office environment.
- Must possess proficient computer skills including Outlook, Word and Excel
- Ability to learn and apply programs including Banner, Slate, Degree Works, ONBase, CRM, ELEVATE, and JADU.
- The ideal applicant possesses the ability to manage multiple responsibilities and complete tasks and has the ability to work with a diverse student population and faculty

**SALARY:** Commensurate with experience

**STARTING DATE:** ASAP

**SEND LETTER & RESUME:** William Slade – slade@fordham.edu

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Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories*