Position: C01345

Date: 9.27.18-10.3.18

CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Admissions Coordinator, Level 5
Graduate School of Religion and Religious Education, Rose Hill

DEPARTMENT:

RESPONSIBILITIES:

- Work with Director of Admissions on recruitment and admissions of new students (i.e; processing admissions applications through the university's Slate admissions platform)
- Host student recruiting and admissions events at local area venues
- Assist the Director of Admissions with updating content on the GRE website
- Plan and coordinate all school events and conferences (i.e; student orientation, student social events, academic workshops, school conferences, diploma ceremony, etc.
- Oversee and coordinate room reservation requests, seating arrangements, food catering, etc for all school events, conferences, and workshops.
- Provide aid and support in the production of marketing and promotional materials for all conferences and events
- Liaison with various groups (campus space coordinators (25 Live Reservation platform), food services, outside caterers, facilities, custodial services, Residential Life staff, etc to plan, manage and coordinate events
- Plan and coordinate student summer housing with the Office of Residential Life
- Inspect all reserved meeting spaces for proper set up, (i.e; AV equipment, seating arrangements and food requests
- Provide oversight and support of the school’s Facebook page, blog and other social media platforms
- Collaborate with the Dean in marketing and research projects

QUALIFICATIONS:

- High School diploma, Bachelor’s degree preferred along with work experience in an academic setting
- 1-2 years work experience related to field required
- Exhibit professionalism and understand the mission of Jesuit education
- Strong organizational abilities, detailed oriented; ability to perform multiple tasks concurrently
- Excellent oral and communication skills; ability to interact effectively with diverse audiences
- Proficiency with Word, Excel, and Power Point; ability to learn new programs (Banner, Slate, JADU, Degree Works, OnBase, CRM, ACT)
- Preferably experience working with Catholic institutions such as diocesan offices, Catholic schools, Catholic charities, etc.
- Mandatory Competency Testing
- Demonstrated Writing Ability

STARTING DATE: ASAP

SALARY: $1,826.78 bi-weekly

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

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories