ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Admissions Counselor

DEPARTMENT: Graduate School of Arts and Sciences, Rose Hill

RESPONSIBILITIES:

- Develop and implement a recruiting and outreach plan for graduate programs within the Graduate School of Arts and Sciences (GSAS) designed for the working professional.
- Identify target markets and recruiting opportunities in coordination with the department chairs, graduate program directors, and GSAS Marketing and Recruiting Specialist.
- Coordinate with Enrollment Services and program directors to keep Slate application forms current.
- Create and manage a communication plan from inquiry to enrollment.
- Process and review applications on through the online application system, Slate.
- Work with each applicant to understand and complete application in a timely fashion.
- Liaison between program director and applicant/prospective applicant.
- Create and distribute reports within Slate to assist program directors with applicant/prospective applicant data.
- Train department chairs and program directors on the Slate system.
- Advise department chairs, program directors, applicants, and students on GSAS Policies and Procedures.
- Process the GSAS Dean’s application decisions and mediate admissions issues.
- Communicate admissions and merit funding decisions to applicants.
- Manage their awarding of merit aid to prospective students with the GSAS Business and Planning Officer.
- Review and advise on reports with admissions data with the GSAS Business Systems Analyst.
- Manage student files and general new/current student information with the GSAS Office of Academic Programs and Support.
- Check the accuracy of student records in university system and work with Enrollment Services to make corrections, as needed.

QUALIFICATIONS:

- Bachelor’s Degree required; master’s degree desirable.
- Five years of university admissions experience, preferably serving professionally oriented master’s programs.
- Independent, proactive approach to responsibilities, planning, and project management.
- Excellent writing, speaking, and organization skills; attention to detail and accuracy.
- Proficiency in Microsoft Office Suite.
- Proficiency in online application systems, preferably Slate.
- Excellent judgment, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
- Knowledge of and commitment to the Jesuit mission in higher education.

STARTING DATE: ASAP

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Vickie Kenny
Vkenny1@fordham.edu

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