ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of International Admission

DEPARTMENT: Admission, Rose Hill

The role of an assistant director-international is to recruit, review and yield traditional first-year, full-time undergraduate international students. Assistant Directors are members of a larger admission team, all of whom are responsible for conveying the mission and essence of the University experience to both students, parents, counselors and other influencers. An Assistant Director -International manages an international travel territory with a suite of in-office responsibilities (both domestic and international), as well as, managing a project, process or group of people (such as students or volunteers) as part of in office responsibilities. Assistant Directors work nights and weekends as required; exhibit successful management skills and leadership of others and/or execute complex projects and/or processes; and execute independent travel domestically and/or internationally for a minimum of 4-6 weeks per cycle. Assistant Directors are expected to attend at least one professional conference or opportunity annually and are encouraged to seek positions of responsibility in state or regional associations and/or present at conferences. Assistant Director-International reports to the Director of International Initiatives who is the immediate supervisor.

RESPONSIBILITIES:

• Manage an international recruitment territory as measured by both qualitative and quantitative indicators such as relationship building, creativity with travel/recruitment strategies, independent management, volume, enrollment trends, employment of fiscal and time management efficiencies.
• Manage international admission and webinars.
• Develop a nuanced knowledge of university, mission, identity, academic programs and admission related messaging.
• Effectively communicate information about the University and the admission process that is consistent with office guidelines, and adheres to standards.
• Develop collaborative relationships with team members, other members of the University community, students and families, guidance community
• Actively participate in office wide programming and special projects as assigned (see note below).
• Represent the Office of Admission at college panels and other special off campus events hosted by the international high school counseling community.
• Present at national or international conferences.
• Execute responsibilities related to the review and processing of admission applications including but not limited to:
  o Meet reading benchmarks.
  o Adhere to holistic reading standards as set forth by the Dean and senior team.
  o Provide positive and proactive customer service to families and students at all stages in the process.
  o Assist the team in meeting goals through teamwork during critical periods.
  o Demonstrate ability to be flexible and professional during periods of high volume activities.
  o Possess solid critical thinking skills and decision-making skills.
  o Understand nuanced university and admission goals with the context of the University and office-wide strategic plans.
  o Communicate effectively both in individual settings and in group presentations (5-100+ people).
  o Actively participate in staff meetings and retreats.
QUALIFICATIONS:
• Bachelor’s Degree preferred; Master’s Degree desirable.
• 2-5 years’ experience in international admission required with experience reviewing international credentials.
• Strong interpersonal, communication and organizational skills are critical.
• Adept at public speaking.
• Strong knowledge of Microsoft Office applications.
• Basic quantitative and analytical acumen.
• Familiarity with Technolutions SLATE or like Admission CRM preferred.
• Skills to read and synthesize information within compressed timeframes and for a high volume of application information preferred.
• Engagement in professional development opportunities outside of a university or with other non-admission, university departments (i.e., conference presenter, committee member, advisor, Global Outreach volunteer) preferred.
• Fluency in language(s) other than English.
• Experience living/studying other countries and cultures and working with non-native English speakers.
• International communication skills.
• Driver’s license and Passport are required.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Dr. Patricia Peek
Dean of Admission
ugadmissionhr@fordham.edu

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