ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Admission

DEPARTMENT: Admission, Lincoln Center

POSITION OVERVIEW:
The role of an assistant director is to recruit, review and yield traditional first-year, full-time undergraduate 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 manages a travel territory with a suite of in office responsibilities, 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, usually NACAC. Encouraged to seek positions of responsibility in state or regional associations and/or present at conferences. Assistant Directors report to the Dean of Undergraduate Admission via their campus associate director who is the immediate supervisor.

RESPONSIBILITIES:

- Manage a 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.
- 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 Admissions at college panels and other special off campus events hosted by the high school counseling community.
- Present at local, regional or national conferences.
- Execute responsibilities related to the review and processing of admission applications including but not limited to:
  - Meet reading benchmarks.
  - Adhere to holistic reading standards as set forth by the Dean and senior team.
  - Provide positive and proactive customer service to families and students at all stages in the process.
  - Assist the team in meeting goals through teamwork during critical periods.
  - Demonstrate ability to be flexible and professional during periods of high volume activities.
  - Possess solid critical thinking and decision-making skills.
  - Understand nuanced university and admission goals with the context of the University and office-wide strategic plans.
  - Communicate effectively both in individual settings and in-group presentations (5-100+ people).
  - Active participation in staff meetings and retreats.
  - Manage student workers.
QUALIFICATIONS:

- Bachelor’s Degree preferred, Master’s Degree desirable.
- 2-5 Years’ experience in Undergraduate Admission.
- Strong interpersonal, communication and organizational skills.
- Adept at public speaking.
- Strong knowledge of Microsoft Office applications.
- Skills to read and synthesize information within compressed timeframes and for a high volume of application information.
- Familiarity with Technolutions SLATE or Admission CRM preferred.
- Basic quantitative and analytical acumen 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.
- Driver’s license is 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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