TITLE OF POSITION/RANK: Associate Director of Diversity Initiatives

DEPARTMENT: Office of Undergraduate Admission, Rose Hill

The role of the Associate Director of Diversity Initiative is to recruit, review and yield traditional, full-time, first-year undergraduate students with specific functions related to increasing diversity in the class. The Associate Director is a member 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. In this role, the team member manages a smaller travel territory with a suite of in-office responsibilities focused on diversity initiatives. The Associate executes independent domestic travel as needed; presents at local, regional or national conferences; works nights and weekends as required and is an expert in the area of diversity recruitment. The Associate Director reports to the Dean who is the immediate supervisor.

RESPONSIBILITIES:
- Manage the first year recruitment process 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.
- Possess a developed and nuanced knowledge of university mission, identity, academic programs and admission related information.
- Execute one’s own expression of the Fordham story that effectively communicates information about the University and the admission process that is personal yet consistent with office guidelines, and adheres to standards.
- Represent the University and/or Office of Admission at high-level off-campus events.
- Represent the Office of Admission at college panels and other special off-campus events hosted by the transfer counseling community.
- Demonstrate execution of responsibilities with minimal supervision.
- Develop collaborative relationships with team members, other members of the University community, students and families, and the guidance community.
- Advise the team on strategy related to the recruitment and review and processing of diversity candidates including but not limited to:
  o Adhere to holistic reading standards as set forth by the Dean and senior team.
  o Positive and proactive customer service to families and students at all stages in the process.
  o Assist team in meeting goals through teamwork during critical periods.
  o Ability to be flexible and professional during periods of high volume activities.
  o Possess solid critical thinking and decision making skills.
  o Understand nuanced university and admission goals with the context of the University and office wide strategic plans.
  o Convey nuanced diversity reading metrics that are inclusive and provide access.
- Communicate effectively (verbal, written) both in individual settings and in group presentations (5-100+ people).
- Participate in staff meetings and retreats.
QUALIFICATIONS:
- Bachelor’s Degree preferred; Master’s Degree desirable.
- Minimum 5+ years’ experience in Undergraduate Admission, particularly diversity and inclusion recruitment.
- Possesses the requisite skills to read and synthesize information within compressed periods and for a high volume of application information.
- Strong interpersonal, communication and organizational skills are critical.
- Possesses requisite skills to manage and coordinate the efforts of others.
- Adept at public speaking.
- Strong knowledge of Microsoft Office applications.
- Management experience strongly preferred.
- Familiarity with Technolutions SLATE or like Admission CRM preferred.
- Advanced quantitative and analytical acumen preferred.
- Driver’s license is required.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

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

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