ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Admission

DEPARTMENT: Office of Undergraduate Admissions, Rose Hill

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, and the guidance community.
• 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.
• Participate in office-wide programming and special projects as assigned.
• 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 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 Active participation in staff meetings and retreats.
  o Manage other special projects as assigned.
QUALIFICATIONS:
• Bachelor’s Degree preferred, Master’s Degree desirable.
• Minimum 2 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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