ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Admissions and Enrollment Services

DEPARTMENT: Graduate School of Education

OVERVIEW:
The Graduate School of Education (GSE) seeks an experienced, dynamic, strategic, and collaborative Director of Admissions and Enrollment Services. The Director, reporting directly to the Dean of the Graduate School of Education, is responsible for developing and recommending to the Dean a strategic plan for admissions and enrollment management that takes into consideration national and regional trends in the field as well as the unique characteristics of a top ranked, research intensive graduate school of education. The Director implements this plan through annual goals and objectives based on specific enrollment targets, leading the Admissions staff, and working collaboratively with the Director of Financial Aid, GSE faculty, the Director of Assessment, Marketing and Communications, the GSE Leadership Team, and the University Graduate and Adult Admissions Committee. The Director promotes an energetic, team approach to enrollment management, is a self-starter and innovative, and utilizes and analyzes data to make strategic decisions in pursuit of enrollment goals. This is an exempt, salaried, and benefitted 12-month, full-time administrative position.

RESPONSIBILITIES:
- Works with the Director of Assessment and University Marketing to develop data-driven, targeted recruitment efforts.
- Plans and executes on- and off-campus recruitment events, including events targeted toward international students.
- Develops new institutional partnerships and establishes critical links for new enrollment markets.
- Conducts group information sessions both in person and on-line, as well as provides individual admissions counseling.
- Supervises a permanent professional and clerical staff of three as well as graduate students, and alumni volunteers.
- Manages all hiring and recruitment processes for the Admissions Office.
- Provides training on admissions counseling to staff and volunteers and also provides individual admissions counseling.
- Manages office budget, and reports progress on annual office goals, enrollment targets.
- Oversees the review and selection of applications consistent with school policy and state policy.
- Oversees the timely production of enrollment data reports required by the University, state and federal governments, and U.S. News and World report.

QUALIFICATIONS:
- A minimum of 5-8 years of progressively responsible admissions experience, preferably at the graduate or professional school level
- A Master’s Degree in related field is preferred or Bachelor’s Degree with significant post-secondary enrollment experience
- A commitment to diversity and inclusion and experience working in a diverse environment
- Strong interpersonal, written and oral communication skills
- A customer service orientation
- Excellent problem solving skills
- Ability to work with minimal supervision
- Event and project management experience
- Experience in public speaking
- Facility with computer software packages, knowledge of Microsoft Office Suite.
- The successful candidate must have a valid driver’s license and the ability to drive to some college and career fairs and make individual school visits
- Some evening events, limited overnight, and weekend travel required
- Experience supervising professional and clerical staff and budget management
- Experience in hiring personnel, as needed, for enrollment management services
- Understanding of the full enrollment management cycle at the graduate or professional level
- Experience in all facets of the admissions process, including the lead field, prospect development, recruitment/yield analysis and strategies, the admissions cycle, institutional aid leveraging and enrollment projections
- Knowledge of Enterprise Resources Planning (ERP) Software such as Banner, SLATE, Hobsons, etc.
SALARY: Commensurate with experience
FLSA CATEGORY: Exempt
START DATE: ASAP
SEND LETTER AND RESUME TO: Please submit a letter of application describing background and experience related to the qualifications and responsibilities of the position; a current resume; and the names and contact information of at least three relevant references, including their position/relationship to you, name, email address, and phone number to: gsedeans@fordham.edu
Only online applications accepted.

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories