ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director
Admissions Operations and Enrollment Systems

DEPARTMENT: Gabelli School of Business, Graduate Admissions Division (Lincoln Center)

POSITION SUMMARY:
Reporting to the Associate Director of Admissions Operations and Enrollment Systems, the Assistant Director of Admissions Operations and Enrollment Systems is an integral part of the admissions operations team and is responsible for the operational management of the admissions decision process, aspects of recruiting as required, supporting the daily operations initiatives, taking a leadership role with the decision letter implementation and coordination with the division’s CRM process for candidates for admission, and creation of business processes as applies to the daily operations of the review process.

RESPONSIBILITIES:
- Assists with workflow management and priorities of the admissions operations group.
- Ensures compliance with effective, efficient business processes and ensures that admissions operations meet high quality control standards.
- Performs executive data entry, retrieval of information and usage of all systems in the admissions process including accurate recording of admissions decisions and notifications.
- Ensures that all data recorded in the application management systems aligns with the University student information system (Banner).
- Troubleshoots system-related issues with external and internal users.
- Coordinates the admission interview process alongside a team of admissions interviewers.
- Assists in the development and upkeep of events and communication plans in the CRM system, Slate.
- Assists in the execution of strategic initiatives when appropriate and necessary.
- Serves as technical support for all enrollment systems, operations, and logistics. Collaborate with the Admissions Operations group on all systems related troubleshooting.
- Assists with the development and testing of new system modules and processes.
- Executes policies for appropriate data collection and assures that record keeping, access, and security procedures reflect accreditation standards, privacy laws, and best practices.
- Maintains data integrity within all admissions systems through implementation of appropriate policies, consistent auditing, and careful monitoring.
- Assists in the development and execution of recurring and ad-hoc reports for enrollment management as well as for sharing with other departments and divisions.
- Maintains and supports process structures to meet departmental needs.
- Coordinates routine data cleanup processes with members of the admission operations group.

QUALIFICATIONS:
- Bachelor’s Degree and a minimum of 2 years of experience in enrollment management, admissions, or financial aid; or related experience required.
- High proficiency in student and admissions information systems (e.g., Slate, Banner, PowerFAIDS, etc.).
- High proficiency in traditional office productivity systems (Word, Excel, Outlook, PowerPoint, etc.).
- Proven analytical abilities, history of sound judgment, and the ability to research, compile, and report detailed financial reports.
- Excellent communication and interpersonal skills.
- Demonstrated ability to work under pressure with a variety of internal and external stakeholders.
- Availability and willingness to work some evenings and weekends.
- Willingness to work in a team environment.
- Direct or related experience/training in graduate or undergraduate business admissions preferred.
- Experience with CRM systems, specifically knowledge of and proficiency in Slate and Banner preferred.
- Experience with building and running enrollment-management reports to drive strategic decisions and improve recruiter effectiveness preferred.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: regalado@fordham.edu

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