ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Admissions Counselor

DEPARTMENT Graduate School of Arts and Sciences, Rose Hill

RESPONSIBILITIES:

• Develop and implement a recruiting and outreach plan for graduate programs within the Graduate School of Arts and Sciences (GSAS) designed for the working professional.
• Identify target markets and recruiting opportunities in coordination with department chairs, graduate program directors, and the GSAS Marketing and Recruiting Specialist.
• Coordinate with Enrollment Services and program directors to keep Slate application forms current.
• Create and manage a communication plan from inquiry to enrollment.
• Process and review applications on through the online application system, Slate.
• Work with each applicant to understand and complete application in a timely fashion.
• Act as liaison between program director and applicant/prospective applicant.
• Create and distribute reports within Slate to assist program directors with applicant/prospective applicant data.
• Train department chairs and program directors on the Slate system.
• Advise department chairs, program directors, applicants, and students on GSAS Policies and Procedures.
• Process the GSAS Dean’s application decisions and mediate admission issues.
• Communicate admissions and merit funding decisions to applicants.
• Coordinate and attend graduate admissions fairs and events requiring local and regional travel.
• Manage the awarding of merit aid to prospective students with the GSAS Business and Planning Officer.
• Review and advise on reports with admissions data with the GSAS Business Systems Analyst.
• Manage student files and general new/current student information with the GSAS Office of Academic Programs and Support.
• Check the accuracy of student records in university system and work with Enrollment Services to make corrections, as needed.

QUALIFICATIONS:

• Bachelor’s Degree required; Master’s Degree desirable.
• Five years of university admissions experience, preferably serving professionally oriented master’s programs.
• Independent, proactive approach to responsibilities, planning, and project management.
• Excellent writing, speaking, and organizational skills; attention to detail and accuracy.
• Proficiency in Microsoft Office Suite.
• Proficiency in online application systems, preferably Slate.
• Excellent judgment, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
• Knowledge of and commitment to the Jesuit mission in higher education.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: gmarino10@fordham.edu

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