



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position:** A09195

**Date:** 06.17.21

## ADMINISTRATIVE POSITION ANNOUNCEMENT

**TITLE OF POSITION/RANK:** Associate Director for Diversity Initiatives

**DEPARTMENT:** Office of Undergraduate Admission  
Rose Hill

### POSITION SUMMARY:

The role of the Associate Director of Diversity Initiatives (ADDI) is to recruit, review and yield traditional, full-time, first-year undergraduate students with the added function of 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 Fordham University experience to students, parents, counselors, and other constituents. In this role, the ADDI manages a travel territory with a suite of in-office responsibilities focused on diversity initiatives. The ADDI is responsible for independent domestic travel and caseload management; presents at local, regional, or national conferences; has a focus in the area of diversity recruitment and works nights and weekends as required. The best candidate will be able to acquire an understanding of University mission and message and convey the Fordham story in a personal and authentic voice, with particular emphasis on our commitment to diversity, equity, and inclusion in our admissions process. The Associate Director reports directly to the Dean of Undergraduate Admission.

### RESPONSIBILITIES:

- Manage the first-year recruitment process as evaluated by both qualitative and quantitative indicators, including relationship building, creativity with travel/recruitment strategies, independent management of caseload volume, enrollment trends, employment of fiscal and time management efficiencies.
- Develop a nuanced knowledge of University mission, identity, and academic programs
- Translate and communicate Fordham's mission with authenticity, particularly in delivering the University's commitment to diversity, equity and inclusion in the recruitment and admission process.
- Represent the University and/or Office of Undergraduate Admission at high-level off-campus events.
- Represent the Office of Undergraduate Admission at college panels and other special off campus events hosted by the counseling community.
- Execution of responsibilities with minimal supervision.
- Develop collaborative relationships with students, families, team members, and other members of the University community, including the Office of the Chief Diversity Officer, and the Office of Multicultural Affairs, the University-wide DEI council, and the counseling community at large.
- Collaborate with the Dean of Undergraduate Admission to develop the knowledge base of the Undergraduate Admissions staff members on DEI's impact on higher education student recruitment.
- Lead a sub-group of team members dedicated to advancing DEI student recruitment initiatives.
- Facilitate spaces for dialog and support for BIPOC members and allies on the Admission team around the recruitment and retention process.
- Assist and advise the Dean of Undergraduate Admission with strategies related to the promotion of diversity, equity, and inclusion in the Undergraduate Admission landscape, including but not limited to:
  - Adhering to holistic reading standards as set forth by the Dean and senior team.
  - Developing nuanced approaches to holistic application review that are equitable, promote inclusion, and increase diversity and allyship.
  - Positive and proactive customer service to families and students at all stages in the process.
  - Assisting in meeting teamwork goals, especially during critical periods.
  - Balancing various and competing priorities during periods of high activity.
  - Solid critical thinking and decision-making skills.
  - Understanding and advancing nuanced DEI university and admission goals within the context of the University and office-wide strategic plans.
- Demonstrate an aptitude for addressing matters of diversity and inclusion preferably in higher education.
- Communicate effectively (verbal and written) both in individual settings and in group presentations (5- 100+ people).
- Participate in staff meetings and retreats.
- Perform other duties as assigned.



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## QUALIFICATIONS:

- Bachelor's Degree required. Master's Degree desirable.
- DEI Certification preferred.
- Minimum 5+ years' experience in Undergraduate Admission; experience in diversity and inclusion recruitment is highly desirable.
- 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.
- Demonstrated professional maturity and diplomacy.
- Demonstrated influencing skills and ability to work collaboratively across other departments.
- Demonstrated ability to build DEI allyship within and outside of the department.
- Possesses requisite skills to manage and coordinate the efforts of others.
- Adept at public speaking.
- Strong knowledge of Microsoft Office applications.
- Management experience is 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:

Dr. Patricia Peek  
Dean of Admission  
[ugadmissionhr@fordham.edu](mailto:ugadmissionhr@fordham.edu)

*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*