



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A07090

Date: 07.06.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant/Senior Assistant Director
of International Admission

DEPARTMENT: Office of Undergraduate Admission
Rose Hill/Lincoln Center

POSITION SUMMARY:

Reporting to the Director of International Enrollment Initiatives, the role of an Assistant Director of International Admission is to recruit, review and yield traditional first-year, full-time undergraduate international 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 students, parents, counselors, and other influencers. The Assistant Director of International Admission manages an international travel territory with a suite of in-office responsibilities (both domestic and international), including 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 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 and are encouraged to seek positions of responsibility in state or regional associations and/or present at conferences.

RESPONSIBILITIES:

- Manage an international 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 time management efficiencies.
- Manage in-person and virtual international admission recruitment initiatives, such as information sessions and webinars.
- Develop a nuanced knowledge of University mission, identity, academic programs, and admission-related messaging; create one's own expression of the Fordham story that effectively communicates information about the University and the admission process that is personal yet consistent with office guidelines.
- Develop collaborative relationships with team members, other members of the University community, students and families, and members of the international counseling community.
- Actively participate in office wide programming and special projects as assigned.
- Represent Undergraduate Admission at college panels and other special off-campus events hosted by the international high school counseling community.
- Present at national or international conferences.
- Execute responsibilities related to the review and processing of admission applications including but not limited to:
 - Meet high-volume reading benchmarks;
 - Adhere to holistic reading standards as set forth by the Dean of Admission and senior team;
 - Provide positive and proactive customer service to families and students at all stages in the process;
 - Assist the team in meeting goals through teamwork during critical periods;
 - Demonstrate ability to be flexible and professional during periods of high-volume activities;
 - Possess solid critical thinking skills and decision-making skills;
 - Understand nuanced University and admission goals with the context of the University and office-wide strategic plans;
 - Communicate effectively both in individual settings and in group presentations (5-100+ people);
 - Actively participate in staff meetings and retreats.



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REQUIRED QUALIFICATIONS:

- Bachelor's Degree required; Master's Degree preferred.
- 2-5 years' experience in international admission with experience reviewing international credentials.
- Knowledge of Microsoft Office applications.
- Quantitative and analytical acumen.
- Skills to read and synthesize information within compressed time frames and for a high volume of application information.
- Experience living/studying in other countries and cultures and working with non-native English speakers.
- Strong interpersonal, communication and organizational skills.
- Adept at public speaking.
- International communication skills.
- Driver's license and Passport are required.

PREFERRED QUALIFICATIONS:

- Familiarity with Technolutions SLATE or like Admission CRM.
- Proficiency in language(s) other than English.
- Engagement in professional development opportunities outside of a university or with other non-admission, university departments (i.e., conference presenter, committee member, advisor).

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

esser@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*