



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A09010

Date: 11.22.19

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## ADMINISTRATIVE POSITION ANNOUNCEMENT

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**TITLE OF POSITION/RANK:** Assistant Director of Admissions/Recruitment\*

**DEPARTMENT:** Graduate School of Social Service, Office of Admission  
Lincoln Center

**PLEASE NOTE: This Position requires the employee to be physically on campus every day.**

### RESPONSIBILITIES:

- Lead in the planning and coordination of all campus visit programs, including information sessions, campus tours, Open Houses and additional special events
- Assist in developing, implementing and executing plans and initiatives to recruit a diverse student population
- Lead prospective students through the admissions and financial aid process, cultivating and converting them from inquiry through to enrollment and matriculation
- Evaluate applications for admission and serve as a member of the Admissions Committee
- Manage and coordinate pipeline events and activities that builds brand awareness with undergraduate BASW students at Fordham University, Mt. Saint Mary College and Molloy College
- Oversee the application and registration process for non-degree students
- Some travel required
- Other duties as assigned

### QUALIFICATIONS:

- BSW, BA with social work major, or MSW degree and/or experience in the social service field
- Knowledge of graduate school admissions
- 3 years of experience working within higher education admissions or higher education preferred
- Integrity, sound judgment, and ethical decision-making
- Detail-oriented, with strong organizational and time management skills
- Clear professional written and oral communication skills
- Exceptional interpersonal and relational skills
- Function independently as well as part of a team operating a complex environment.
- Able to adapt to changes in priorities, unexpected events or unanticipated demands
- Comfort with public speaking
- Able to work some nights and weekends
- Technical proficiency in current software applications such as Microsoft Word, Excel, Google spreadsheet

**SALARY:** Commensurate with experience

**FLSA CATEGORY:** Exempt

**START DATE:** ASAP

**SEND LETTER AND RESUME TO:** Melba Remice  
Assistant Dean of Admissions  
[mremice@fordham.edu](mailto:mremice@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*