ADMINISTRATIVE POSITION ANNOUNCEMENT

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

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.