TITLE OF POSITION/RANK: Senior Assistant Director of Admission

DEPARTMENT: Office of Undergraduate Admission
Lincoln Center

POSITION SUMMARY:
The role of a senior assistant director is to recruit, review and yield traditional first-year, full-time undergraduate students. Senior 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 both students, parents, counselors, and other influencers. They manage a travel territory with a suite of in office responsibilities, as well as manage a complex project, process, or group of people (such as students or volunteers) as part of in office responsibilities. Within their role, they may also coordinate the efforts of other team members. Senior Assistant Directors execute independent travel domestically for a minimum of 4-6 weeks per cycle, work nights and weekends as required; and exhibit successful management skills and leadership of others and/or execute complex processes and/or projects; and are expert in a particular area of special program or population management. Senior Assistant Directors are expected to attend at least one professional conference or opportunity annually. Senior Assistant Directors report to the Dean of Undergraduate Admission via their campus associate director who is the immediate supervisor.

RESPONSIBILITIES:
- Manage the first-year recruitment process as measured 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 highly nuanced knowledge of University mission, identity, academic programs, and admission-related messaging. Execute 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 and adheres to standards.
- Represent the University and/or Office of Admission at high level off-campus events.
- Represent the Office of Admission at college panels and other special off campus events hosted by the counseling community.
- Present at local, regional, or national conferences.
- Execute in-office responsibilities with minimal supervision.
- Develop collaborative relationships with team members, other members of the University community, students and families, counseling community.
- Assist with the management of Development, Alumni and University Relation/Admission events
- Manage relationship with Development and University Relations.
- Assist with the management of events, including but not limited to virtual, campus based, regional, as well as, diversity, equity and inclusion programming.
- Execute responsibilities related to the review and processing of admission applications including but not limited to:
  - Meeting reading benchmarks
  - Adhering to holistic reading standards as set forth by the Dean
  - Positive and proactive customer service to families and students at all stages in the process
  - Willingness to assist team in meeting goals through teamwork during critical periods
  - Ability to be flexible and professional during periods of high-volume activities
  - Solid critical thinking skills and decision making
  - Understand nuanced university and admission goals with the context of the University and office wide strategic plans
  - Communicate effectively (verbal, written) both in individual settings and in group presentations (5-100+ people)
  - Active participation in staff meetings and retreats.
QUALIFICATIONS:

**Prerequisite Qualifications:**
- Bachelor’s Required. Master’s Degree desirable.
- 5-10 years’ experience in Undergraduate Admission.
- Strong knowledge of Microsoft Office applications.
- Strong interpersonal, communication and organizational skills are critical.
- Adept at public speaking.
- Adept at managing and coordinating the efforts of others.
- Driver’s license is required.

**Preferred Qualifications:**
- Familiarity with Technolutions SLATE or like Admission CRM.
- Advanced quantitative and analytical acumen.
- Possess skills to read and synthesize information within compressed time frames and for a high volume of application information.

**SALARY:** Commensurate with experience

**FLSA CATEGORY:** Exempt

**START DATE:** ASAP

**SEND LETTER AND RESUME TO:**
Dr. Patricia Peek  
Dean of Undergraduate Admission  
ugadmissionhr@fordham.edu

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