



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A05205

Date: 07.26.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Assistant Director

DEPARTMENT: Office of Undergraduate Admission
Rose Hill/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 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. They will also coordinate the efforts of other team members. Senior Assistant Director will execute independent domestic travel for a minimum of 2-4 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 is an 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:

- Assist the Dean and Associate for Diversity Initiatives in DEI-related admission processes and programming. Including but not exclusive to:
 - Serve as an active member of the DEI admission team and wider Enrollment Group efforts
 - Host and attend DE and I programming
 - Support ambassador leads at both campuses to engage in inclusive recruitment, retention, and training.
 - Serve as an active member of the reading and application review team, as well as, on various scholarship review committees
- Assist with management and training of part-time reader team, with a particular focus on cultivating readers' DEI lens.
- Manage a 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 fiscal and time management efficiencies.
- Possess 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 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 high school 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
- Participate in office wide programming and special projects as assigned
- Execute responsibilities related to the review and processing of admission applications including but not limited to:
 - meet reading benchmarks
 - adhere to holistic reading standards as set forth by the Dean
 - engage in positive and proactive customer service to families and students at all stages in the process
 - assist team in meeting goals through teamwork during critical periods
 - balance various and competing priorities during periods of high activity
 - possess 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)
 - participate and contribute to staff meetings and retreats



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QUALIFICATIONS:

Prerequisite Qualifications:

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

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

*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*