



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A06045/A06655 (2 Positions Available)

Date: 09.17.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Assistant Director of Admissions and Recruitment*

DEPARTMENT:

Gabelli School of Business
Lincoln Center

POSITION SUMMARY:

The Assistant Director of Admissions leads talent acquisition activities for one or more specialized masters programs at Fordham University's Gabelli School of Business. This role will report to the Associate Director of Admissions for Specialized Masters Admissions and Recruitment and will assist in leading and enhancing the recruiting strategy to attract, recruit, evaluate and yield high-ability and high-potential candidates to the graduate division of the Gabelli School of Business.

RESPONSIBILITIES:

Recruiting (45%):

- Sources and manages working relationships with pipeline organizations (e.g., undergraduate institutions, professional associations).
- Assists with developing and managing the strategic direction for the recruitment of represented and underrepresented populations.
- Counsels prospective students on admissions requirements, policies and procedures, and topics related to enrollment (prerequisite courses, curriculum, student aid, and career opportunities).
- Engages with prospective students in large and small group formats, email, or virtual platforms (e.g., Skype, Zoom, WeChat, WhatsApp, etc.).
- Travels (domestic and international) to recruit students and represent the School at admissions recruiting events.

Admissions (45%):

- Holds primary responsibility for the full scope of the admissions process (prospect to enrollment) for assigned academic programs.
- Assesses candidates' academic record, motivation, initiative, leadership potential, work/life experience, extracurricular activities, and educational/personal achievement professional as it relates to preparedness for graduate study.
- Actively participates in admissions committee deliberation sessions, helping to select candidates.
- Effectively uses the admissions CRM system (Slate) to manage communication with applicants and admitted students at all points through the application and enrollment process.

General (10%):

- Serves as a member of one or more cross-functional teams with colleagues in academic advising, career development, and alumni relations to serve students in an end-to-end process.
- Helps to ensure sterling customer service is provided by the admissions office to applicants and admitted students at all points in the admissions lifecycle.
- Performs duties as required and assigned.

QUALIFICATIONS:

Required:

- Bachelor's degree in related area and/or equivalent experience/training.
- Demonstrated ability to work independently and manage competing priorities in a fast-paced environment.
- Excellent written, oral, and presentation skills; excellent diplomacy skills to handle complex situations with multiple stakeholders, strong interpersonal and team skills.
- Demonstrated ability to make admissions recommendations in a competitive admissions environment.
- Ability to work weekends and evenings and travel extensively if required.

Preferred:

- Master's degree in related area and/or equivalent experience/training and/or working knowledge of graduate management education.
- Experience managing user-facing technology applications (e.g., Slate, Salesforce, etc.).
- Experience working with a diverse group of peers, faculty, administrative personnel, and graduate students.

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

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