



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A06645

Date: 09.17.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Associate Director of Specialized Masters Admissions and Recruitment

DEPARTMENT:

Gabelli School of Business, Lincoln Center

POSITION SUMMARY: Reporting to the Senior Assistant Dean, the Associate Director of Specialized Masters Admissions and Recruitment is a senior member of the graduate admissions team with specific oversight of the recruiting and enrollment processes for the Gabelli School's suite of specialized masters programs.

RESPONSIBILITIES:

- Manages a team of professional and administrative support staff assigned to specialized masters programs who work together to meet the strategic enrollment goals.
- In conjunction with the Senior Assistant Dean, sets the office's strategic vision including, but not limited to, recruiting, enrollment management, data and evaluation, and budget management.
- In conjunction with other members of the graduate admissions leadership team, create an extensive and innovative recruiting strategy specific for candidates for our Specialized Masters programs.
- Supports management of data and analytics for reporting and for developing admissions and recruiting strategies to expand the pool of qualified candidates from all relevant populations.
- Develops and tracks admissions performance metrics for all specialized masters programs.
- In conjunction with the Gabelli School of Business marketing team, identifies and implements marketing initiatives to enhance brand awareness, marketing and recruiting efforts.
- Works with other departments at the Gabelli School (e.g., student advising and career management) on recruiting initiatives for prospective students and on-boarding events for admitted students.
- With admissions operations, provides insight and feedback on enrollment systems, technology, logistics, and operations to support recruiting and candidate evaluation for all graduate programs.
- Represents the business school at recruiting events, including domestic and international events, admissions conferences, and School-wide conferences and events.
- Ensures active and positive communication with program faculty directors in order to promote collaboration when recruiting students for their respective specialized masters programs.
- Provides appropriate input to faculty from prospective / admitted students re: program requirements.
- Serves as the primary liaison to the Gabelli School online learning team, Fordham Business Online.
- Serves as the primary liaison to faculty as it relates to individual specialized masters programs.
- Leads the development and implementation of initiatives that fall within the Associate Director's specific areas of responsibility, as well as unit and schoolwide projects/initiatives/committee as necessary and appropriate. This includes, but is not limited to, schoolwide diversity recruiting efforts.

QUALIFICATIONS:

Requirements:

- Bachelor's degree and 5-7 years of experience in admissions or related field required; or an equivalent combination of education and experience.
- Excellent communications, conversational, task management and follow up skills.
- Highly motivated, proactive, and resourceful team player.
- Ability to operate independently to achieve tasks required, yet willing to take direction.
- Valid passport and driver's license.

Strongly Preferred:

- Master's work/degree and working knowledge of graduate management education programs.
- Prior experience with business school academic programs or in corporate recruiting.
- Understanding of digital marketing tactics and social media tools used by prospective students.
- Familiarity with CRM and application management systems (e.g., Slate, Salesforce, etc.).

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

lmurray14@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*