## PART-TIME POSITION ANNOUNCEMENT

**TITLE OF POSITION/RANK:** Admissions Operations and Event Specialist  
(Part-Time/Non-Benefited; 19 hours per week)

**DEPARTMENT:** Gabelli School of Business  
Lincoln Center

**POSITION SUMMARY:**  
The Admissions Operations and Event Specialist works with the Associate Director of Admissions for Operations and Enrollment Systems to support various Operations and Event Management functions.

**RESPONSIBILITIES:**

**Operations:**  
- Assists with workflow management and priorities of the admissions operations group.  
- Assists with the hiring, training, and supervision of admissions operations graduate assistants.  
- Ensures compliance with effective, efficient business processes and ensures that admission operations meet high quality control standards.  
- Executive data entry, retrieval of information and usage of all systems in the admissions process including accurate recording of admissions decisions and notifications.  
- Ensures that all data recorded in the application management systems is aligned with the university student information system (Banner).  
- Troubleshoots system-related issues with external and internal users.  
- Maintains data integrity within all admissions systems through implementation of appropriate policies, consistent auditing, and careful monitoring.  
- Coordinates the admission interview process.  
- Performs other duties as necessary.  

**Event Management:**  
- Manages calendar of all recruiting and admissions events, such as information sessions, industry-related events, admitted student events, etc.  
- Manages event attendance and recruitment marketing communications for events and deadlines.  
- Evaluates and analyzes events and other projects for effectiveness. Uses information to improve ongoing and future events.  
- Organizes event briefs to share with staff and solicits feedback on events from all attendees, including prospective students and staff.  
- Actively uses Slate platform to keep database records accurate and up to date.

**QUALIFICATIONS:**

**Required:**  
- Bachelor’s degree and 2-3 years of experience in admissions or related field required; or an equivalent combination of education and experience.  
- High proficiency in traditional office productivity systems (Word, Excel, Outlook, PowerPoint, etc.).  
- Excellent communication and interpersonal skills.  
- Demonstrated ability to work under pressure with a variety of internal and external stakeholders.  
- Flexibility for remote/hybrid schedule but must be available for regular in-office work and willingness to work some evenings and weekends.  

**Preferred:**  
- Proficiency in student and admissions information systems (e.g., Slate, Banner, PowerFAIDS, etc.).  
- Proficiency in web-based collaborative platforms like Microsoft SharePoint, Microsoft Teams, Slack, etc.  
- Direct or related experience/training in graduate or undergraduate business admissions.  
- Experience with building and running enrollment-management reports to drive strategic decisions and improve recruiter effectiveness.

**SALARY:**  
- Hourly Rate  
  - Commensurate with experience

**FLSA CATEGORY:**  
- Non-Exempt

**START DATE:**  
- ASAP

**SEND LETTER AND RESUME TO:**  
- regalado@fordham.edu

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