



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H07110

Date: 10.05.21

## PART-TIME POSITION ANNOUNCEMENT

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**TITLE OF POSITION/RANK:**

**Admissions Operations and Enrollment Specialist  
(Part-Time/Non-Benefited; 19 hours per week)**

**DEPARTMENT:**

**Gabelli School of Business, Lincoln Center**

**POSITION SUMMARY:**

The Admissions Operations and Enrollment Specialist works with the Associate Director of Admissions for Operations and Enrollment Systems to support various Operations and Enrollment Systems 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 admissions 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.
- Coordinates the admission interview process.
- Performs other duties as necessary

**Systems and Data Reporting:**

- Serves as technical support for all enrollment systems, operations, and logistics.
- Assists with the development and testing of new system modules and processes.
- Executes policies for appropriate data collection and assures that record-keeping, access, and security procedures reflect accreditation standards, privacy laws, and best practices.
- Maintains data integrity within enterprise systems (e.g., BusinessCAS, Slate, Banner, Salesforce, etc.) through implementation of appropriate policies, consistent auditing, and careful monitoring.
- Assists in the development and execution of recurring and ad-hoc reports for enrollment management as well as for sharing with other departments and divisions.
- Collaborates with the schoolwide business intelligence unit as necessary.

**QUALIFICATIONS:**

**Required:**

- Bachelor's degree
- 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.).
- 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](mailto:regalado@fordham.edu)

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*