



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A03565

Date: 10.13.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Graduate Recruitment Coordinator/
Admissions Counselor

DEPARTMENT: Graduate School of Education
Lincoln Center

POSITION SUMMARY:

The Graduate Recruitment Coordinator/Admissions Counselor supports the Graduate School of Education (GSE) by serving as a primary contact and counselor for prospective GSE Graduate Degree seeking students. Assists recruitment efforts by attending regional career fairs to advertise, market and recruit prospective graduate applicants. Serves as the direct contact with assisting prospective graduate students throughout the enrollment process.

RESPONSIBILITIES:

- In collaboration with the Director of Enrollment Services, implements a recruiting and outreach plan for graduate programs within the Graduate School of Education's three academic divisions.
- Identifies target markets and recruiting opportunities in coordination with division chairs and graduate program coordinators in the GSE
- Travels to local and domestic events as needed to gather interest in GSE graduate programs, coordination of information sessions, open house events, webinars, school visits and other recruiting events as needed or assigned
- Advises students (email, telephone, online, in-person) about programs and admissions process
- Represents the GSE in the most positive manner with constituencies
- Researches and provides accurate information about academic and transfer policies, admission procedures, and degree programs, including academic requirements
- Evaluates college transcripts to determine whether students meet admission guidelines. Reads, interprets, and evaluates students' academic credentials
- Interviews and counsels students through the admission process including reviewing credentials, facilitating appointments with appropriate staff, faculty, and university departments
- Manages all aspects of the admission funnel, including judgments on admission status
- Assists with the management all outside recruiting events and travel based on past trends
- Assists with planning, coordination and execution of open houses and information sessions
- Actively recommends and assists with execution of strategies for recruitment and retention

QUALIFICATIONS:

- Bachelor's Degree required; Master's Degree preferred or an equivalent combination of education and experience
- One to three years of experience in admissions, academic advising, student services and/or customer service
- Proficiency in Microsoft Office Suite
- Familiar with CRM system SLATE and Banner a plus.
- Excellent writing, public speaking, and organizational skills; attention to detail and accuracy
- Independent proactive approach to responsibilities.
- Strong commitment to diversity
- Knowledge of and commitment to the Jesuit missions in higher education
- Must be available to work evenings and weekend marketing and recruitment activities.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: ajohnson183@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*