ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director of Admission/Diversity Recruitment

DEPARTMENT: Office of Undergraduate Admission
Rose Hill

POSITION SUMMARY:
The role of the Associate Director of Diversity Initiatives (ADDI) is to recruit, review and yield traditional, full-time, first-year undergraduate students with the added function of increasing diversity in the class. The Associate Director is a member of a larger admission team, all of whom are responsible for conveying the mission and essence of the University experience to both students, parents, counselors, and other constituents. In this role, the ADDI manages a travel territory with a suite of in-office responsibilities focused on but not limited to admission-related diversity initiatives. The Associate Director executes independent domestic travel and caseload management; presents at local, regional, or national conferences; works nights and weekends as required. The Associate Director reports to the Dean of Undergraduate Admission/AVP.

RESPONSIBILITIES:
• Manage the first-year recruitment process as measured by both qualitative and quantitative indicators including relationship building, creativity with travel/recruitment strategies, independent management of caseload volume, enrollment trends, employment of fiscal and time management efficiencies.
• Develop a nuanced knowledge of University mission, identity, academic programs.
• Translate and communicate Fordham’s mission with authenticity, particularly in delivering the University’s commitment to diversity, equity and inclusion in the recruitment and admission process.
• Demonstrate an aptitude for addressing matters of diversity and inclusion related to admission and recruitment.
• Represent the University and/or Office of Undergraduate Admission at high-level off-campus events.
• Represent the Office of Undergraduate Admission at college panels and other special off-campus events hosted by the counseling community.
• Demonstrate execution of responsibilities with minimal supervision.
• Develop collaborative relationships with team members, other members of the University community, including the Office of the Chief Diversity Officer, the Office of Multicultural Affairs and the University-wide DEI Council as well as the external counseling community.
• Collaborate with the Dean of Admission on the continued development of the knowledge base of the staff on broader matters of DEI that impact student recruitment as well as creating spaces for dialog and support for persons of color and allies on the admission team.
• Lead a sub-group of team members dedicated to advancing DE and I recruitment and admission initiatives.
• In collaboration with the Dean of Admission, advise the team on strategy related to the promotion of diversity, equity, and inclusion, including but not limited to:
  ○ Adhering to holistic reading standards as set forth by the Dean and senior team.
  ○ Contributing to the continued implementation and development of nuanced approaches to holistic application review that are equitable, promote inclusion, and increase diversity and allyship.
  ○ Positive and proactive customer service to families and students at all stages in the process.
  ○ Assisting the team in meeting goals through teamwork during critical periods.
  ○ Balancing various competing priorities during periods of high activity.
  ○ Demonstrating flexibility and professionalism during periods of high-volume activities.
  ○ Solid critical thinking and decision-making skills.
  ○ Understanding of nuanced DE and I University and Admission goals with the context of the University and office-wide strategic plans.
• Communicate effectively (verbal, written) both in individual settings and in group presentations (5-100+ people).
• Participate in staff meetings and retreats.
• Perform other duties as assigned.
QUALIFICATIONS:
- Bachelor’s Degree required. Master’s Degree desirable.
- Minimum 5+ years’ experience in Undergraduate Admission; experience in diversity and inclusion recruitment is highly desirable.
- Driver’s license is required.
- Possesses the requisite skills to read and synthesize information within compressed periods and for a high volume of application information.
- Strong interpersonal, communication and organizational skills are critical.
- Demonstrated professional maturity and diplomacy.
- Demonstrated influencing skills and ability to work collaboratively with other departments.
- Demonstrated ability to build DE and I allyship within and outside the department.
- Possesses requisite skills to manage and coordinate the efforts of others.
- Experience leading people and/or complex projects/processes.
- Adept at public speaking.
- Strong knowledge of Microsoft Office applications.
- Management experience is strongly preferred.
- Familiarity with Technolutions SLATE or like Admission CRM preferred.
- Advanced quantitative and analytical acumen preferred.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Dr. Patricia Peek
- Dean of Admission
- ugadmissionhr@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