TITLE OF POSITION/RANK:  Associate Director for Transfer Admission

DEPARTMENT:  Office of Admissions
              Rose Hill and Lincoln Center

POSITION SUMMARY:
The role of an Associate Director is to recruit, review and yield traditional, full-time, transfer undergraduate students. The Associate Director for Transfer Admission is a member of a larger admission team, all of whom are responsible for conveying the mission and essence of the University experience to students, parents, counselors, and other influencers. In this role the team member manages a smaller travel territory (solely transfer recruitment) with a suite of in-office responsibilities focused on the planning and execution of the transfer admission process. The role requires the ability to coordinate the efforts of other university offices in the enrollment and orientation of incoming students; execute independent travel domestically as needed; work nights and weekends as required; and attend/present at local, regional, or national conferences. The Associate Director reports to the Dean of Admission who is the immediate supervisor and collaborates with other senior staff.

RESPONSIBILITIES:
• Manage the transfer enrollment process with particular attention paid to both qualitative and quantitative factors such as relationship building, creativity with travel/recruitment strategies, enrollment trends, etc...
• Represent the University and/or Office of Admission at high level off-campus events.
• Represent the Office of Admission at college panels and other special off campus events hosted by the transfer counseling community.
• Demonstrate execution of responsibilities with minimal supervision.
• Develop collaborative relationships with team members, other members of the University community, students and families, guidance community. Serves as the Office liaison to the transfer deans within the undergraduate colleges on both campuses and as University liaison to regional community colleges.
• Assume a leadership/significant role on the Transfer Task Force
• Assist with first year applicant recruitment activities as well as special projects as identified by the Dean.
• Execute responsibilities related to the review and processing of transfer admission applications including but not limited to:
  o meeting reading benchmarks
  o adhering to holistic reading standards
  o achieving positive and proactive customer service to families and students at all stages in the process
  o demonstrating willingness to assist staff in meeting goals through teamwork during critical periods
  o exhibiting ability to be flexible and professional during periods of high-volume activities
  o possessing solid critical thinking, analytical and decision-making skills
  o understanding and pursuing nuanced university and admission goals within the context of strategic planning
  o communicating effectively (verbal, written) both in individual settings and in group presentations (5-100+ people)
  o actively participating in staff meetings and retreats
  o employing data to inform decision making and benchmark progress

QUALIFICATIONS:
• Bachelor’s degree required; Master’s degree preferred.
• 5+ years of experience in Undergraduate Admission
• Advanced organizational and time management skills.
• Strong interpersonal, communication and organizational skills are critical.
• Adept at public speaking.
• Experience managing and coordinating the efforts of others.
• Strong knowledge of Microsoft Office applications.
• Solid data oriented, analytical approach to execution of responsibilities
• Valid Driver’s License

PREFERRED QUALIFICATIONS:
• Familiarity with Technolutions SLATE or like Admission CRM.
• Advanced quantitative and analytical acumen.
• Proficient skills in reading and synthesizing information within compressed time frames and for high volume.

SALARY:  Commensurate with experience
FLSA CATEGORY:  Exempt
START DATE:  ASAP
SEND LETTER AND RESUME TO:  ugadmissionhr@fordham.edu
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