TITLE OF POSITION/RANK: Admission Counselor

DEPARTMENT: Office of Undergraduate Admission
Lincoln Center

POSITION SUMMARY:
The role of an admission counselor is to recruit, review and yield traditional first-year, full-time undergraduate students. Admission Counselors are members 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 influencers. An Admission Counselor manages a travel territory with a suite of in office responsibilities, as well as, managing a project, process, or group of people (such as students or volunteers) as part of in office responsibilities. Admission Counselors work nights and weekends as required; exhibit successful management skills and leadership of others and/or execute complex projects and/or processes; and execute independent travel domestically and/or internationally for a minimum of 4-6 weeks per cycle. Encouraged to seek positions of responsibility in state or regional associations and/or present at conferences. Dean of Admission/AVP via their campus associate director who is the immediate supervisor.

RESPONSIBILITIES:
- Manage a recruitment territory as measured by both qualitative and quantitative indicators such as relationship building, creativity with travel/recruitment strategies, independent management, volume, enrollment trends, employment of fiscal and time management efficiencies.
- Develop a nuanced knowledge of university, mission, identity, academic programs, and admission related messaging. Ability to create one’s own expression of the Fordham story that effectively communicates information about the University and the admission process that is personal yet consistent with office guidelines and adheres to standards.
- Develop collaborative relationships with team members, other members of the University community, students and families, guidance community
- Actively participate in office wide programming and special projects as assigned (see note below)
- Represent the Office of Admission at college panels and other special off campus events hosted by the high school counseling community.
- Other offices responsibilities and duties as assigned.
- Present at local, regional, or national conferences.
- Execute responsibilities related to the review and processing of admission applications including but not limited to:
  - meeting reading benchmarks
  - adhering to holistic reading standards as set forth by the Dean and senior team
  - positive and proactive customer service to families and students at all stages in the process
  - willingness to assist team in meeting goals through teamwork during critical periods
  - ability to be flexible and professional during periods of high-volume activities
  - possess solid critical thinking skills and decision making
  - understand nuanced 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)
  - active participation in staff meetings and retreats

QUALIFICATIONS:
Required Qualifications:
- Bachelor’s Degree required; Master’s degree desirable.
- Experience in Undergraduate Admission (0-2 years).
- Strong interpersonal, communication and organizational skills are critical.
- Interest in web and social media communication is desirable.
- Adept at public speaking.
- Strong knowledge of Microsoft Office applications.
- Valid Driver’s License.
Preferred Qualifications:
• Familiarity with Technolutions SLATE or like Admission CRM.
• Basic quantitative and analytical acumen.
• Possess skills to read and synthesize information within compressed time frames and for a high volume of application information.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: ugadmissionhr@fordham.edu

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