ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director of Admissions/Graduate Enrollment Services

DEPARTMENT: Graduate School of Education

DESCRIPTION: Reporting to the Director of Admissions and Enrollment Services, the Associate Director of Admissions will be an integral part of the admissions process; managing recruitment territory, travel, organizing special events, reviewing applications, creating and maintaining reports, data analysis, and other duties as assigned.

RESPONSIBILITIES:

- In collaboration with the Director of Admissions and Enrollment Management develop and implement a recruiting and outreach plan for graduate programs within the Graduate School of Education in an effort to enroll a high-quality, diverse class.
- Develop and implement strategies for effective use of digital tools for virtual recruitment and outreach efforts.
- Supervise admissions staff (including Graduate Assistants)
- Identify target markets and recruiting opportunities in coordination with department chairs and graduate program directors.
- Travel to local and domestic events as needed to gather interest in various programs, coordination of information sessions, open house events, webinars, school visits and other recruiting events as needed or assigned
- Advise students (email, telephone, online, in-person) about programs and admissions process
- Provide guidance and counseling to prospective students and tours when needed.
- Develop and analyze reports from multiple sources, to identify trends and to improve performance of future Admissions events and initiatives
- Review admissions applications and make recommendations to the program admission team
- Works with assigned program directors to ensure that applications are complete within agreed upon timeframe
- Communicate admissions and scholarship funding decisions to applicants.
- Lead the coordination of needed yield events to encourage student to enroll at Fordham University.
- Familiar with CRM system SLATE and Banner.
- Collaborate with enrollment management team on communication plan from inquiry to enrollment.
- This position requires schedule flexibility for evening and weekend programming.

QUALIFICATIONS:

- A related master’s degree or an equivalent combination of education and experience
- Three to five years of experience in admissions or student services
- Excellent writing, public speaking, and organizational skills; attention to detail and accuracy
- Independent proactive approach to responsibilities, planning, and project management.
- Proficiency in Microsoft Office Suite
- Proficiency in online application systems, preferably SLATE
- Strong commitment to diversity
- Knowledge of and commitment to the Jesuit missions in higher education

Salary: Commensurate with experience
Starting date: October 10, 2017
Send Resumes: gsedeans@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.