ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION:  Assistant Director of Admissions and Recruitment

DEPARTMENT:  Gabelli School of Business, Graduate Division (Lincoln Center)

OVERVIEW:
The Gabelli School graduate admissions team includes several professionals who hold the title of Assistant Director of Admissions and Recruiting. The Assistant Director of Admissions and Recruiting oversees the recruiting and enrollment processes for an assigned portfolio of academic programs within the Gabelli School of Business. Staff members in this position represent the Gabelli School of Business at domestic and international admissions and recruiting events.

RESPONSIBILITIES:

Recruiting (25%):
- Travel internationally and domestically to represent the Gabelli School of Business at recruiting events (25% travel equates to approximately 65 days per year, concentrated primarily between May and September).
- Serve as a subject matter expert on the Gabelli School of Business to provide in-depth information on admissions requirements, curriculum, specific financial aid criteria, and career opportunities.
- Engage with prospective students in large and small groups, email, or virtual platforms (Skype, WeChat, etc.).

Admissions (60%):
- As a member of the Admissions Committee, holds primary responsibility for the admissions process, from the prospect stage to the enrollment stage, for all assigned degree programs.
- Closely monitors the submission of applications and works with candidates to complete their applications.
- Assess applicants’ overall record, experience, and preparedness for final admissions determination and recommendation.
- Actively participate in admissions committee deliberation sessions, helping to select candidates.
- Effectively uses admissions CRM systems (Slate) to manage communication with applicants and admitted students at all points through the application and enrollment process.

General (15%):
- Serves as a member of one or more cross-functional teams with colleagues in academic advising, career development, and alumni relations to serve students in an end-to-end process.
- Helps to ensure sterling customer service is provided by the admissions office to applicants and admitted students at all points in the admissions lifecycle.
- Other duties as required and assigned.

QUALIFICATIONS:
- Bachelor’s degree in related area and/or equivalent experience/training required
- Thorough knowledge and experience working with a diverse student population.
- Ability to interpret policies and procedures to prospective students and the public.
- Thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges/universities and specifically at Fordham University, and/or specific colleges and schools.
- Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.
- Demonstrated analytical skills and the ability to make and support admissions recommendations and decisions in a highly competitive admissions environment and to efficiently review large numbers of applications on time and with solid judgement
- Master’s degree in related area and/or equivalent experience/training and/or knowledge of graduate management education preferred
- Prior experience and knowledge with graduate management education, account management, business development, or sales—and associated CRM or lead-generation systems preferred

SALARY:  Commensurate with experience

STARTING DATE:  ASAP

Send Cover Letter and CV to:  Lawrence Murray
lmurray14@fordham.edu

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Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories