ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Associate Director of Admissions for Working Professionals Programs

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

RESPONSIBILITIES:

Admissions and Enrollment Management
- Work with the Senior Assistant Dean to develop admissions goals, enrollment forecasts, and recruiting plans for the specialized programs in alignment with the Gabelli School’s strategic enrollment goals and strategic priorities.
- Perform data analyses to guide long-term and short-term strategic admissions decision-making related to recruiting and enrolling candidates for working professionals programs (Executive MBA and Professional MBA).
- Advise prospective applicants, interviews candidates, evaluates applications, conducts information sessions, and recruits at prospect events and evaluates applicants.
- Create and nurture relationships with companies to develop a network of enthusiastic and engaged partners.
- Explore innovative outreach initiatives to generate viable prospects (e.g., digital and social media).

Marketing and Communications
- Support marketing and communications initiatives at the program-level, as well school-wide activities.
- Monitor content on the Gabelli School’s web site and works with marketing-focused colleagues to ensure that information is accurate, relevant, and timely.
- Monitor admissions-related content for accuracy and become a subject matter expert on admissions CRM, beyond the day-to-day use.

General Management
- As a member of the graduate admissions management team, assist in the management of admissions and recruiting budget.
- Co-manage admissions officers and/or graduate assistants.
- Engage in cross-functional activities with units within the Gabelli School of Business, as well as the university.
- Other duties, as assigned.

QUALIFICATIONS:
- Bachelor’s degree or equivalent with 4-5 years of demonstrated leadership in admissions, account management, business development, or sales. Master’s degree preferred.
- Strong EQ skills with a fluency in dealing with stakeholders at various levels within an organization.
- Strong organizational and project-management skills with level of attention-to-detail; ability to work in a fast-pace, high pressure environment, flexibility; ability to analyze and interpret various sources of data, ability to work both independently and as a team, and an understanding of using metrics to drive performance.
- Strong technology skills, particularly with the Microsoft Office suite.
- Travel, evening and weekend work required.
- Prior experience and knowledge with graduate management education, account management, business development, or sales—and associated CRM or lead-generation systems preferred
- Knowledge of graduate management education, as well as industry hiring practices, functions, and industries preferred.

SALARY: Commensurate with experience

STARTING DATE: ASAP

Send Cover Letter and CV to: Lawrence Mur'ray lmurray14@fordham.edu

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