ADMINISTRATIVE POSITION ANNOUNCEMENT

Title: Assistant Director for Graduate Student Aid and Admissions Operations

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

Responsibilities:

Graduate Scholarships and Assistantships (50%)

- Manages the full cycle of the institutional scholarship and graduate assistantship process including award notification, posting, and financial accounting.
- Accurately maintains and tracks all student aid records, providing reports to the Senior Assistant Dean and senior leadership of the business school as requested.
- Serves as a liaison to Financial Services, Student Accounts, and Enrollment Services.
- As appropriate and necessary, works with students and with Enrollment Services on all federal loan programs, working to rectify any issues or problems and generally acting as student’s primary student-aid advocate.
- Serves as the primary student aid resource for prospective and continuing graduate business students.
- Effectively utilize ERP and CRM solutions to optimize utilization and efficiency.

Admissions Operations (50%)

- Provides advice and support to management in the research, design, and development of effective systems, procedures, practices, and other core functions of the admissions cycle.
- Assists in managing application intake and processing admission decisions, troubleshooting issues reported by online application system users, and proactively responding to the needs of the admissions committee.
- Identifies required resources needed during the admission cycle and assists with analysis and reporting on workflow.
- Demonstrates a keen understanding of CRM best practices, communication, planning, and execution to achieve enrollment goals and strategic priorities.
- Performs other related duties as assigned.

Qualifications:

Required:

- Bachelor’s degree and a minimum of 2 years of experience in financial aid, admissions, or enrollment management; or related experience.
- High proficiency in student and admissions information systems (e.g., Slate, Banner, PowerFAIDS, etc.).
- High proficiency in traditional office productivity systems (Word, Excel, Outlook, PowerPoint, etc.).
- Proven analytical abilities, history of sound judgment, and the ability to research, compile, and report detailed financial reports.
- Excellent communication and interpersonal skills.
- Demonstrated ability to work under pressure with a variety of internal and external stakeholders.

Preferred:

- Master's degree in related area and/or equivalent experience/training and/or knowledge of higher education or graduate management education.
- Strong proofreading/copy editing skills and knowledge of design concepts in technology.
- Availability and willingness to work some evenings and weekends.

Start Date: ASAP
Salary: Commensurate with experience
Send resumes to: Lawrence Murray Lmurray14@fordham.edu

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