ADMINTISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Admissions - Recruitment

DEPARTMENT: Graduate School of Social Service, Office of Admission

RESPONSIBILITIES:
• Lead in the planning and coordination of all campus visit programs, including information sessions, campus tours, Open Houses and additional special events
• Assist in developing, implementing and executing plans and initiatives to recruit a diverse student population
• Lead prospective students through the admissions and financial aid process, cultivating and converting them from inquiry through to enrollment and matriculation
• Evaluate applications for admission and serve as a member of the Admissions Committee
• Manage and coordinate pipeline events and activities that builds brand awareness with undergraduate BASW students at Fordham University, Mt. Saint Mary College and Molloy College
• Oversee the application and registration process for non-degree students
• Some travel required
• Other duties as assigned

QUALIFICATIONS:
• BSW, BA with social work major, or MSW degree and/or experience in the social service field
• Knowledge of graduate school admissions
• 3 years of experience working within higher education admissions or higher ed preferred
• Integrity, sound judgment, and ethical decision-making
• Detail-oriented, with strong organizational and time management skills
• Clear professional written and oral communication skills
• Exceptional interpersonal and relational skills
• Function independently as well as part of a team operating a complex environment.
• Able to adapt to changes in priorities, unexpected events or unanticipated demands
• Comfort with public speaking
• Able to work some nights and weekends
• Technical proficiency in current software applications such as Microsoft Word, Excel, Google spreadsheet

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Melba Remice
Graduate School of Social Service
Office of Admissions
mremice@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories