Position: A01825

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director

DEPARTMENT Admissions/Undergraduate, Rose Hill

POSITION SUMMARY:
The role of the Assistant Director is to recruit, review and yield traditional first-year, full-time undergraduate students. The Assistant Director is a member of a larger admission team, all of whom are responsible for conveying the mission and essence of the University experience to students, parents, counselors and other influencers. The Assistant Director manages a travel territory, as well as a project, process, or group of people (such as students or volunteers) as part of in-office responsibilities. The Assistant Director works nights and weekends as required; exhibits successful management skills and leadership of others and/or executes complex projects and/or processes; and executes independent travel domestically and/or internationally for a minimum of 4-6 weeks per cycle. The Assistant Director is expected to attend at least one professional conference or opportunity annually. They are encouraged to seek positions of responsibility in state or regional associations and/or present at conferences. The position reports to the Dean of Undergraduate Admissions via their campus associate director who is the immediate supervisor.

RESPONSIBILITIES:
● Manage a recruitment territory as measured by both qualitative and quantitative indicators such as relationship building, creativity with travel/recruitment strategies, independent management, volume, enrollment trends, employment of fiscal and time management efficiencies.
● Develop a nuanced knowledge of University mission, identity, academic programs and admission-related messaging. Demonstrate ability to create one’s own expression of the Fordham story that effectively communicates information about the University and the admission process that is personal yet consistent with office guidelines, while adhering to standards.
● Develop collaborative relationships with team members, other members of the University community, students and families, and guidance community.
● Actively participate in office-wide programming and special projects as assigned.
● Represent the Office of Admission at college panels and other special off-campus events hosted by the high school counseling community.
● Present at local, regional or National conferences.
● Execute responsibilities related to the review and processing of admission applications including but not limited to:
  o Meeting reading benchmarks
  o Adhering to holistic reading standards as set forth by the Dean and senior team
  o Delivering positive and proactive customer service to families and students at all stages in the process
  o Demonstrating a willingness to assist team in meeting goals through teamwork during critical periods
  o Demonstrating ability to be flexible and professional during periods of high volume activities
  o Possessing solid critical thinking skills and decision-making
  o Understanding nuanced university and admission goals with the context of the University and office wide strategic plans
  o Communicating effectively (verbal, written) both in individual settings and in group presentations (5-100+ people)
  o Actively participating in staff meetings and retreats
  o Assuming other office projects as needed

QUALIFICATIONS:
● Bachelor’s Degree required, Master’s Degree preferred.
● 2-5 years’ experience in Undergraduate Admission required.
● Strong knowledge of Microsoft Office applications required
● Familiarity with Technolutions SLATE or like Admission CRM preferred
● Basic quantitative and analytical acumen and skills to read and synthesize information within compressed time frames and for a high volume of application information required.
● Engagement in professional development opportunities outside of a university or with other non-admission, university departments (i.e., conference presenter, committee member, advisor, Global Outreach volunteer) preferred.
● Strong interpersonal, communication and organizational skills.
● Adept at public speaking
● Driver’s license is required.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: ugadmissionhr@fordham.edu

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