Assistant Director of Admissions

About St. Francis College

St. Francis College (the “College” or “SFC”) is revitalizing as we prepare to open a brand-new, state-of-the-art campus in downtown Brooklyn. We are a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, and to creating conditions for students to learn the technical skills necessary to navigate a 21st Century workplace, while never losing sight of the importance of ensuring that all students learn to cultivate their humanity.

SFC is committed to diversity, equity, and inclusion and we serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City’s low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College’s student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at https://www.sfc.edu/.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

About this Position

SFC is seeking an experienced admissions professional who will work with the College’s Office of Admissions leadership team, as well as other campus stakeholders, and be responsible for the management of a designated caseload of prospective graduate and transfer students.

Job Summary: Reporting to the Associate Director of Admissions, the Assistant Director of Admissions develops lead generation and converts prospective student inquiries into applicants, and ultimately into enrolled students. Guides students through the admissions process and represents SFC through activities such as attending regional conferences, building relationships with program directors, developing partnerships with local community colleges, and collaborating with partner organizations and other third-party recruiters.
Duties and Responsibilities:

- Primary responsibility for conducting and expanding student-centered recruitment initiatives and individual communication with graduate and transfer students in the admissions pipeline, including, but not limited to, presentations, personal interviews, document collection, and other related admissions counselor duties.
- Process enrollment documentation including, but not limited to, college transcripts, supplemental documents, and test scores. Scan and enter information into the College’s Docuware and Colleague systems.
- Provide unofficial credit evaluations and collaborate with the College’s transfer credit specialist to advise transfer students on their pathway to graduation.
- Liaise with graduate department chairs to review and evaluate student admissions applications for admission and scholarship opportunities.
- Coordinate events and activities with other counselors/department chairs to promote the College’s graduate programs.
- Advise enrolled students on course selection and assist in the registration process.
- Assist the Senior Assistant Director of Admissions in providing input into overall future recruitment strategies and planning for new initiatives.
- Assist in the analysis of recruitment data and enrollment trends to shape and develop recruitment strategies for various graduate and transfer audiences.
- Work closely and collaborate with other SFC offices to enhance their involvement in the recruitment process.
- Act as liaison between admitted students and key College stakeholders.
- Assume additional responsibilities in the College’s Office of Admissions as needed.
- Ensure that the SFC website, social media and other communication channels are kept up to date and appropriate for graduate student markets.
- Participate in professional organization and professional development opportunities to maintain current trends in graduate admissions.
- Participate in and promote a culture of continuing quality improvement.
- Perform all other duties as assigned.

Qualifications:

- Bachelors’ degree.
- No less than three (3) years of successful work experience in the graduate and transfer admissions process.
- Valid United States Passport for international travel.
- Familiarity with the Salesforce customer relationship management platform.
- A strong working knowledge of computer applications, including. But not limited to, Microsoft Office, especially Microsoft Outlook, Excel, and Word.
- Ability to define problems, trouble-shoot, collect data, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions.
- Experience serving the needs of diverse student populations.
- Ability to build relationships and network with other College personnel, parents, students, third-party recruiting agents, faculty, alumni and other affiliates.
- Ability and willingness to work evenings and weekends as necessary.
- Proven leadership, organizational, communications, and interpersonal skills.
- Knowledge of higher education, academic programs, and international admissions practices.
• Creative and energetic with a commitment to working individually or in a team environment.
• Ability to participate in a fast paced, creative, change-oriented and success-driven environment
• Excellent time management skills.
• Ability to manage several projects simultaneously while meeting aggressive deadlines.
• The ability to work and communicate effectively with faculty, staff and students from diverse educational and social backgrounds.
• Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
• Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
• Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
• Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
• Strong commitment to the College’s mission and to its students, faculty and staff.

Interested applicants can apply by clicking here.