Assistant Director of International Admissions

St. Francis College ("SFC" or the College) is seeking an experienced International admissions professional who will be responsible for the management of a designated caseload of prospective international students, including undergraduate, transfer, graduate, and adult undergraduate students.

Reporting to the College’s Assistant Vice-President for Enrollment Management (the “AVP”), the Assistant Director will work closely with the AVP, the Associate Director of Admissions, and the College’s SFC International office to operationally execute and implement the College’s international recruitment strategy.

Job Summary: Develop lead generation and convert prospective student inquiries into applicants, and ultimately, into enrolled students. Guide students through the admissions process and represent SFC through the following activities: visiting high schools and community colleges in primary target countries; attending regional community college International offices; building relationships with International Recruiting Agencies and other third-party recruiters, and; training and providing mentorship to the College’s international admissions counselors.

Essential Duties & Responsibilities

- Primary responsibility for conducting and expanding student-centered recruitment initiatives including, but not limited to, individual communication with international students in the admissions pipeline, presentations, personal interviews, transcript evaluations, transcript interpretation, researching emerging country territories and other related admissions counselor duties.
- Coordinating events and activities with other counselor/advisors to promote St. Francis College regarding undergraduate, transfer, or graduate recruitment.
- Assist the Director in developing new territories by analyzing data to determine which countries, college tours, and territorial strategies will be most effective in each market.
- Train, mentor, and motivate international admissions counselors.
- Assist the AVP 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 undergraduate, transfer and graduate audiences.
- Complete accurate transfer credit evaluations and maintain current knowledge relative to transfer credit policies as stated by the SFC Registrar and other SFC officials.
- Work closely and collaborate with other SFC offices to enhance their involvement in the recruitment process.
- Review and evaluate student admissions applications for admission and scholarship opportunities.
- Act as liaison between admitted transfer students and the academic advising office.
- Assume additional responsibilities in the College’s Office of Admissions as needed.
• Assist the AVP and Associate Director of Admissions with management of the department’s international admissions budget.
• Ensure that the SFC website, social media, and other communications channels are kept up to date and appropriate for international markets.
• Participate in professional organizations and professional development opportunities to maintain current trends in international college admissions, SEVIS and international law and participate in international and regional conferences.
• Work with the SFC International’s Student Services area to assist with pre-arrival inquiries by prospective international students.
• Participate in and promote a culture of continuing quality improvement.
• Ability to calculate figures and amounts such as percentages, discounts, interest, and commissions.
• Ability to define problems, trouble-shoot, collect data, establish facts, and draw valid conclusions.
• Ability to interpret an extensive variety of technical instructions.
• Perform all other duties as assigned.

Minimum Requirements

• Bachelor’s degree.
• No less than three (3) years of successful work experience in a college or university recruitment/admissions environment.
• Experience serving the needs of diverse student populations.
• Ability to build relationships and network with other College personnel, parents, students, third-party recruiting agents, teachers, alumni, and other affiliates.
• Proven leadership, organizational, communications, and interpersonal skills.
• Knowledge of higher education, academic programs and international admission 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.
• Working knowledge of personal computer applications (Microsoft Office, email)
• Must have a valid U.S. passport.
• Must be eligible to serve as a Designated School Official (DSO) for SFC.
• Some travel is required using a personal vehicle; a valid Driver’s License is therefore also required.
• Ability to perform the physical requirements of the position – carrying informational materials, walking distances, extended time standing, and flying for multiple hours to different countries
• Ability and willingness to work some evenings and weekends.
• 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.
Preferred Requirements

- Master’s degree in a related field.
- Two years of experience in international admissions and recruitment or advising international student populations.
- Four to five years of successful work experience in a college or university recruitment and admissions environment.
- Bilingual – written and verbal fluency in a language(s) other than English.
- Three years of supervisory experience.
- Experience as a DSO and/or with a College or university SEVIS compliance.
- Experience working with a CRM such as Salesforce.

Interested applicants can apply by clicking here.

About St. Francis College

We are committed to diversity, equity, and inclusion and 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.