



## Associate Director of Admissions

### The Institution

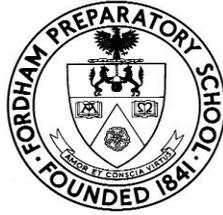
Founded in 1841, Fordham Prep is a Catholic Jesuit college preparatory school for young men located on the Rose Hill Bronx campus adjacent to Fordham University in New York City. With approximately 1,000 students enrolled in grades 9-12, Fordham Prep draws young men of diverse backgrounds from throughout the boroughs of New York City and its surrounding suburbs. Fordham Prep's mission is to form leaders committed to faith, scholarship, and service through a college preparatory education in the Catholic Jesuit tradition.

### The Position

Fordham Preparatory School is seeking a dynamic, experienced professional to serve as one of the school's **Associate Director of Admissions (ADA)** reporting directly to the Director of Admissions. The position will assist the Director of Admissions in all aspects of the admissions process including communication, event planning, relationship management, volunteer management, off-site presentations, communications, marketing, and data collection. The ADA will join a team that already includes one other Associate Director of Admissions. Collectively both ADAs will continue to support all of the school's ongoing admissions efforts.

### The primary responsibilities of the Associate Director of Admissions include, but are not limited to, the following:

- embrace and articulate the mission and values of Fordham Prep to students, parents, faculty, staff, alumni, prospects, and community;
- assist in the recruitment of all students, both freshmen and transfer students;
- assist in the coordination, collection, and dissemination of all enrollment related data
- assist the Business Office in the collection of and reporting on financial aid applications
- assist in the building and maintaining of relationships with feeder schools, partner programs, and community stakeholders;
- assist in the planning and execution of all admissions events;
- assist in the recruitment of volunteers, both student and parent
- assist in the creation of all admissions and marketing materials;
- perform tours for prospective students and prospective families;
- attend high school fairs and make in-school presentations;
- answer phone calls and emails;
- assist in the marketing of and planning for the school's Higher Achievement Program (HAP)
- additional responsibilities as warranted.

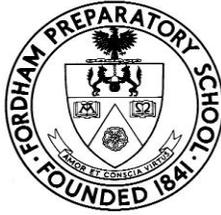


**The ideal candidate demonstrates:**

- a commitment to the principles and ideals of a Jesuit education as set forth in Fordham Prep's mission statement;
- excellent written and oral communication skills, including presentation skills, to effectively articulate the values and mission of Fordham Prep;
- experience in volunteer recruitment and management
- self-motivation and creativity; is task- and detail-oriented, able to handle several projects simultaneously, and willing to work both collaboratively and independently;
- advanced computer skills with proficiency in Microsoft Office, Google Applications, as well as calendaring software;
- experience with Customer Relationship Management (CRM) software
- telephone, listening, and organizational skills; professionalism and courteousness; a neat and well-groomed appearance;
- a commitment to working as a member of a team - collegial approach to administration; able to work across office lines to achieve common goals; possesses effective negotiation and diplomacy skills;
- comfort with ambiguity and able to navigate complex structures;
- capability of working with sensitive information with complete confidentiality;
- willingness to be flexible with work schedule with availability to work required weekends and evenings when necessary.

**Strong candidates will also possess:**

- experience in marketing and communications
- experience in admissions at a secondary school
- ability to speak Spanish



The Associate Director of Admissions is a 12-month position, and requires occasional evening and weekend hours.

Compensation is competitive and includes medical and retirement benefits, tuition remission at both Fordham Preparatory School and Fordham University, and additional benefits.

Review of applications and interviews will be continuous. Please send a letter stating personal interest, a comprehensive resume, and the names and phone numbers of at least two references (who will not be contacted until later in the interview process) by email attachment to:

**[employment@fordhamprep.org](mailto:employment@fordhamprep.org)**

Fordham Preparatory School  
441 E. Fordham Road  
Bronx, NY 10458  
Fax: 718-367-7598

***Fordham Prep is an EOE (Equal Opportunity Employer)***