Job Vacancy Notice

Job Title: Admissions Director - Division of Enrollment Management
Job ID: 14029
Location: John Jay College
Full/Part Time: Fulltime
Regular/Temporary: Regular

POSITION DETAILS

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate School of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings. As evidenced by so many on-going developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution.

The Director of Undergraduate and Graduate Admissions and Recruitment reports to the Vice President for Enrollment Management and is responsible for all activities related to the recruitment and admissions of students to the College. Specific responsibilities include:

- Develop data driven strategic recruitment plans consistent with the College's strategic enrollment plan.
- Develop strategies with the Dean of Graduate Studies and Graduate Program Directors to increase the applicant pool, enrollment, and the academic profile of the admitted graduate student population.
- Develop strategies with the Strategic Planning Group to increase the academic profile of admitted undergraduate students.
- Increase the international student enrollment as outlined in the International Student Recruitment Plan.
- Serve on cross-divisional teams to enhance the student enrollment processes for first-year, transfer and graduate students including CUNY Justice Academy students.
- Develop strategies to increase the number of out-of-state students enrolled at the College.
- Work with the College's Director of Marketing and Communication to develop appropriate materials and communication strategies, including social media, for graduate and undergraduate student recruitment.

In addition to the above responsibilities, the Director will be responsible for the supervision and development of a staff of 22 full-time employees.

QUALIFICATIONS

Bachelor's Degree and eight years’ related experience required.

Master's Degree Preferred
- Experience in a leadership role in Admissions including management of staff members
- Successful implementation of a recruitment plan for both undergraduate and graduate students
- Experience in international student recruitment and admissions
- Experience in a moderate to large public institution (>10,000 students), preferred
- Effective leadership skills that motivate staff members in a supportive environment
- Possess excellent oral and written communication skills
CUNY TITLE OVERVIEW

Develops, implements, and manages one or more major admissions and recruiting functions.

- Manages overall recruitment and admissions processes
- Develops recruiting strategies for the College and/or specific programs or groups and works closely with academic departments, programs, and administrators to coordinate marketing and recruiting
- Manages the development and distribution of recruiting materials and communications of all kinds
- Manages admissions operations and staff, including coordination with outside organizations and University administration
- Oversees department budget including developing detailed proposals to support recruitment and admissions
- Evaluates and reports outcomes; uses information in statistical, fiscal, and other reports to make improvements to the recruiting process
- Performs related duties as assigned.

Job Title Name:  Admissions Director

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE

Search Reopened Until February 7, 2016. Previous applicants need not apply

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.