



# ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

## Assistant or Associate Director of International Admissions

St. Francis College (“SFC”) 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 Director of Recruitment (the “Director”), the assistant or associate director will work closely with the Director 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 SFC’s International Admissions Counselors.

### **Essential Duties & Responsibilities**

- Primary responsibility for conducting and expanding student-centered recruitment initiatives including, but not limited to, 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 Director 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 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 the responsibilities of the Director as needed.
- Assist the Director 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 such as participating in international and regional conferences.
- Eligibility to serve as a Designated School Official (DSO) for SFC.
- Work with the SFC Student Services area to assist with the processing and dissemination of I-20s for new 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
- 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 to relate to the many different constituent groups on campus is required
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College
- Willingness to work some evenings and weekends.

### **Preferred Requirements**

- Master's degree in a related field
- Four to five years of successful work experience in a college or university recruitment/admissions environment
- Bilingual – written and verbal fluency in a language(s) other than English
- Three years of supervisory experience
- Two years of experience in international admissions and recruitment or advising international populations

- Experience as a DSO and/or with a College or university SEVIS compliance
- Experience working with a CRM such as Salesforce

**About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).