

TOURO COLLEGE

JOB POSTING

Associate Director of Admissions

Reports to: Director of Admissions, Graduate Division
Status: Full Time
FLSA: Exempt
Location: Bay Shore, Long Island

About Touro College:

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

JOB SUMMARY:

Manage operations for the Office of Admissions at the School of Health Sciences

JOB RESPONSIBILITIES:

Manage the operations for the Office of Admissions for the School of Health Sciences including but not limited to:

- Assist in the maintenance of admission policies and procedures
- Oversee the transfer credit evaluation process for new students
- Collect and analyze enrollment data to manage the admissions process and support strategic planning
- Consult with academic departments to maintain accurate transfer credit information for prospective applicants
- Participate in the development of marketing and recruitment plans for SHS programs. Support on-campus recruitment events and travel to external events
- Directly supervise and train staff at all campus locations, including conducting performance evaluations
- Serve as an Admission generalist when needed (for example, counseling prospective students).
- Perform any other duty that may be assigned, including special projects

REQUIREMENTS:

Education, Preparation, and Training

- Bachelor's degree, Master's degree preferred
- Minimum of five years of admissions experience
- Supervisory experience preferred
- Experience using Jenzabar preferred

Skills

- Excellent written and oral communication skills
- Ability to prioritize multiple time-sensitive tasks
- A team-oriented approach to management

Physical Demands

- Extensive time sitting and standing
- Ability to lift 5 pounds

Computer Skills

- Proficiency in Word, Excel, Powerpoint, and Outlook

Travel

- Willingness to travel

Application Procedure:

Please send a cover letter with salary expectations and your resume to: recruit.hr@touro.edu. The subject line of your email should read: "Associate Director of Admissions"

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