

# TOURO COLLEGE

## JOB POSTING

### **Coordinator of Student Enrollment and Alumni Engagement**

Reports to: Director of Student Advancement

Status: Full Time

FLSA: Exempt

#### **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:**

This position coordinates graduate social work recruitment, application, review and admission processes to support the admissions office plan to improve enrollments, maintain demographic diversity, improve retention rates and increase applicant pools. This position also reaches out to alumni, promotes the college's visibility and general recruitment efforts.

#### **JOB RESPONSIBILITIES:**

Manages the admissions recruitment, admissions processes, and outreach to the community and involves the alumni for the graduate social work department to include, but not limited to the following:

- Manages the Admissions documents and prepare files for admission screenings and interviews
- Prepares documents for Open Houses and Orientations
- Creates reports that are used as data as the basis for recruitment and retention strategies
- Prepares and coordinates production of admissions publications, catalogs and brochures that promote the Graduate School of Social Work
- Assists the Director of Student Advancement with program development projects and tasks
- Develops, implements, and maintains marketing plans to enhance recruitment strategies and yield management, that builds College's reputation and enhances student enrollment
- Coordinates and contributes to the success of various student programs designed to recruit targeted prospective students to the College

- Identifies undergraduate programs and develops relationships between the School of Social Work and its targeted markets through written and telephone correspondence
- Secures alumni volunteers, establish and coordinate the Alumni Association
- Manages the development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting the College's visibility and recruitment efforts
- Assists in the development, maintenance and execution of the department's communication plan to prospective and admitted students
- Targets and achieves minority and top scholar recruitment goals
- Serves as the Graduate School of Social Work ambassador at various recruiting events, forums, meetings and conferences
- May be considered to attend at least one local professional development conference each year, to be selected in consultation with the Dean

## **REQUIREMENTS:**

### **Education, Preparation, and Training**

- BA degree or Master's degree in Education, Social Work or related field
- Experience in higher education student activities

### **Skills**

- Administrative Skills
- Excellent interpersonal skills and human relations skills
- Excellent verbal and written communication
- Ability to relate to students, institutional personnel and the public
- Ability to initiate and maintain professional relationships

### **Physical Demands**

- Extensive time sitting and standing
- Ability to lift 5 pounds
- Extensive use of computers

### **Computer Skills**

- Proficiency in Microsoft Office Suite, Internet research and Outlook

### **Travel**

- Travel to local area including occasional evenings and Sundays
- Work takes place in Administrative Offices as well as outside venues

## **Application Procedure:**

Please send a cover letter with salary expectations and your resume to:

[recruit.hr@touro.edu](mailto:recruit.hr@touro.edu). The subject line of your email should read: "Coordinator of Student Enrollment and Alumni Engagement"

*Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in conformance with Title IX, 1972 Education Amendments*