

# TOURO COLLEGE

## JOB POSTING

### Director of MSW Admissions, Recruitment and Enrollment Management

Reports to: Dean  
Status: Full Time  
FLSA: Exempt  
Location: Manhattan

#### **About Touro College:**

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 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 and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/media/>.

#### **JOB SUMMARY:**

The Director will be responsible for all phases of MSW student recruitment and enrollment throughout the five boroughs, travel throughout New York and New Jersey, making presentations, designing recruitment materials, developing marketing strategies, utilizing social media, student interviews and enrollment

#### **JOB RESPONSIBILITIES:**

Responsibilities include but are not limited to:

- Manage and supervise the entire admissions process
- Supervise the administrative staff in the admissions office
- Recruit a strong applicant pool
- Review and regularly update admissions forms
- Interview potential students
- Organize and facilitate regular information sessions for prospective students at the college and elsewhere
- Prepare reports for the Dean and faculty
- Ensure that faculty members are available for interviewing applicants
- Be fully knowledgeable of computer programs to manage and analyze admissions data
- Chair the admissions committee, which makes final decisions on acceptance and rejection of applicants and policy on the admissions process
- Recruitment is a critical element of a successful admissions process, and will require that the Director travel throughout the tri-state area to attend graduate school fairs, meet prospective students from undergraduate BSW programs, make presentations at various social service agencies, and collaborate with Touro staff in designing recruitment materials, developing

marketing strategies, and utilizing social media and the internet to recruit students.

- The recruitment process may also require making presentations to government agencies, human service commissioners, hospital CEOs, and other key social and health care institutions about social work education at Touro College.

## **REQUIREMENTS:**

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

#### **Skills**

- MSW or MA in Higher Education
- At least 5 or more years of experience in Social Work, Higher Education or related field.
- Knowledge of graduate social work education

#### **Computer Skills**

- Outstanding oral and written communication skills
- Expertise in social media as a recruitment tool
- Prior experience interacting with senior academic administrators such as university deans
- Creativity, enthusiasm, and capacity to work autonomously
- Be a team player with a proven record of collaboration

#### **Travel**

- Travel throughout the tri-state metropolitan area for recruitment purposes and to attend professional meetings. Flexible hours and some evening work may be required.

### **Application Procedure:**

Please send a cover letter with salary expectations and your resume to:  
Joann Ivry, MSW, PhD. Associate Dean  
Touro College Graduate School of Social Work  
E-mail: Joann.Ivry@touro.edu

The subject line of your email should read: "Director of MSW Admissions, Recruitment and Enrollment Management"

*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*