

Associate Director of Admissions, Director of M.S. Admissions
University of Rochester, Simon Graduate School of Business

Responsibilities:

Set annual goals for Full-time Specialized Master's applications. Oversee pre-applicant outreach to M.S. candidates including direct mail, email and phone calls. Submit detailed reports on M.S. recruitment activities. Provide strategic and tactical input to print and Web-Based marketing initiatives, in conjunction with the Simon School Marketing & Communications Office and outside vendors. Travel 8-10 weeks per year for recruitment purposes and professional development. Represent the Simon School at off-campus recruiting events. Review admission applications, conduct admission interviews and make recommendations for admission and scholarships as a member of the admission committee. Make formal group presentations at both on campus recruitment events and off campus programs. Use admissions system data to assess program success/direction; gather, aggregate, and interpret data. Some seasonal weekend and evening work required.

Requirements:

Bachelor's degree and 5-7 years of experience in admissions or marketing, or an equivalent combination of education and experience. Excellent interpersonal and communication skills and the ability to work in a fast-paced environment. Master's work/degree and working knowledge of M.B.A. and M.S. business programs preferred. Valid NYS motor vehicle license is necessary.

Resume and cover letter to Julie Sadwick at Julie.Sadwick@simon.rochester.edu or by mail to University of Rochester, Simon Graduate School of Business, M.B.A./M.S. Admissions Office, 305 Schlegel Hall, Rochester, NY 14627-0107.