

Job Title	Director of MSW Recruitment and Enrollment Management
Employer/ Agency	Touro College Graduate School of Social Work gssw.touro.edu
Job Description	<p>The Director will be responsible for the complete stages of recruitment ranging from scheduling and presenting at information recruitment sessions at Touro, traveling throughout New York and New Jersey, making presentations to social service agencies and baccalaureate programs, designing recruitment materials, developing marketing strategies, utilizing social media, and interviewing potential candidates.</p> <p>Responsibilities include but not limited to:</p> <ul style="list-style-type: none"> • 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 as needed • Organize and facilitate regular information sessions for prospective students at Touro 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.
Qualifications	<p>Education, Preparation, and Training</p> <ul style="list-style-type: none"> • MSW and LMSW required • LCSW and/ or Doctorate in in Social Work or related field desirable • Knowledge of current social work practice as well as social work education required • Proven track record in social work administration for a minimum of 3-5 years • Experience utilizing social media and marketing strategies desirable • Network of relationships with top human service executives a plus <p>Skills</p> <ul style="list-style-type: none"> • Outstanding oral and written communication skills • Expertise in social media as a recruitment tool • Prior experience interacting with Senior Management such as University Deans • Creativity, enthusiasm, passion for social work and its core values, and capacity to work autonomously • Be a team player with a proven record of collaboration. <p>Physical Demands</p> <ul style="list-style-type: none"> • Extensive use of computing software

	<ul style="list-style-type: none"> • Extensive time sitting and standing • Able to lift up to 5 lbs. <p>Computer Skills</p> <ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite including Word, Excel, Power Point, Outlook <p>Travel</p> <ul style="list-style-type: none"> • Travels throughout New York and New Jersey to leading recruitment meetings <p><u>QUALIFICATIONS:</u> To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.</p>
Salary/Hours	Full-time. FLSA Exempt.
Employer/Agency	<i>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</i>
Address	43 West 23rd Street
City, State, Zip	New York, New York 10010
Telephone Number	212-463-0400
Email Address	recruit.hr@touro.edu
Application Method	Please send a cover letter with salary expectation and resume to: recruit.hr@touro.edu. The subject line of your email should read "Director of MSW Recruitment and Enrollment Management"
Opening Date	

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK