



500 Riverside Drive
New York, NY 10027

(212) 316-8400
www.ihouse-nyc.org

Position Title: **ADMISSIONS ASSOCIATE FOR RECRUITMENT & MARKETING**

Office: Admissions, Programs & Resident Life

Reports To: Director of Admissions

Positions Supervised: Student Intern

POSITION PURPOSE: Leads the recruitment efforts to reach targets of annual marketing plan. The Admissions Associate for Recruitment & Marketing helps maintain and develop partnerships and relationships with outside organizations and maintains an up to date and functional mailing list. The Admissions Associate for Recruitment & Marketing works with the Communications staff to promote I-House through digital and print media. During the summer months the Admissions Associate for Recruitment & Marketing processes applications for the summer session and is responsible for the assignment of rooms for summer residents including groups. Assists the Director with the overall and day to day administration which helps build community, foster global learning, and contribute to the mission and core values of empathy, respect and moral courage.

About International House: Founded in 1924 by John D. Rockefeller Jr. and the Cleveland H. Dodge family, International House is dedicated to fostering the next generation of global leaders. As home to more than 700 carefully selected graduate students and young professionals annually – representing 100 countries and more than 70 top schools and businesses – I-House is the destination of choice for the best and the brightest of the millennial generation. We provide an unrivaled opportunity for residents to thrive through daily interaction in a culturally, politically, and economically diverse community that is both inclusive and proactive by nature. Our programs encourage diversity of thought and experience, allowing – indeed ensuring – that the world views of the emerging leaders who come here are greatly expanded beyond their initial expectations and even their comfort zones. We believe that the core tenets of the International House experience – leadership, empathy, respect and moral courage – can change the world. Learn more at www.ihouse-nyc.org

ESSENTIAL FUNCTIONS:

- Lead Associate on the recruitment efforts to reach targets of annual marketing plan
- Helps maintain and develop partnerships and relationships with outside organizations and maintains an up-to-date and functional mailing list
- Promote I-House through digital and print media in collaboration with the Communications staff

- Process applications for summer admission and follow up with applicants regarding status
- Participate in admission application review panel
- Make room assignments and communicate details of I-House membership for summer applicants
- Coordinate and organize details for summer groups and manage those partnerships
- Conduct orientation for incoming groups
- Liaise with other departments within I-House regarding arrivals and departures, preparation of rooms and any special needs an incoming resident may have
- Assist the Director with the overall and day to day administration

SUPPORTIVE FUNCTIONS:

- In addition to the performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be determined by the supervisor based on the particular requirements of the House.
- Performs other duties as requested, such as:
- Participate in I-House Internal Working Groups and Committees
- Work on other projects as requested by Director.

JOB REQUIREMENTS:

- Bachelor's Degree; Related experience is a plus.
- At least 2 years of work experience in recruitment and/or marketing in higher education, and developing digital and print media.
- Demonstrated ability/interest to cultivate, maintain and develop working relationships with outside organizations
- Comfort speaking in front of groups, acting as a representative for an organization at student fairs, conferences, etc.
- Strong customer service skills
- Extremely organized, detailed oriented and self-motivated.
- Strong oral and written communication skills and team player with ability to get along well with others.
- Experience working with diverse and multicultural populations.

How to Apply:

Please submit a cover letter and resume via e-mail to nfranciacotter@ihouse-nyc.org with "Admissions Associate for Recruitment & Marketing" in the subject line. The application deadline is October 31, 2017 or until the position is filled.