



500 Riverside Drive
New York, NY, 10027
212-316-8400
ihouse-nyc.org

Position Title: Admissions Associate for Recruitment
Office: Admissions, Programs & Resident Life
Reports To: Director of Admissions

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

ESSENTIAL FUNCTIONS:

- Serve as lead on the recruitment efforts to reach targets of annual recruitment plan
- Help 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
- Coordinate and organize details for summer groups and manage those partnerships
- Conduct orientation for incoming groups
- 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 I-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 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



**International
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- 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” in the subject line. The application deadline is November 16, 2018 or until the position is filled.

International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.