

I · HOUSE

INTERNATIONAL HOUSE
500 RIVERSIDE DRIVE
NEW YORK, NY 10027-3916

IHOUSE-NYC.ORG



Position Title: Director of Admissions
Office: Admissions
Reports to: Vice President of Admissions

About International House

International House (I-House) is a residency program for graduate students and young professionals, built on the simple yet radical notion that living in a diverse community instills a lifelong dedication to cultural understanding.

Since 1924, I-House has welcomed young people from all over the world to live, learn, and grow together. In addition to offering safe and comfortable housing within a New York City historic landmark, I-House hosts an array of programming and other opportunities designed to foster cross-cultural connection and to help residents form lifelong bonds.

From the outset, our mission has been simple and daring: to cultivate individuals who will help bridge the polarization, isolation, and division our world continues to face. Through an intentional admissions process, we curate an eclectic, interdisciplinary cohort of open-minded individuals who come together at a key stage in life for a crash course in social and cultural intelligence. It is a life-changing experience our alumni carry into their communities, practices, and professions.

Learn more at www.ihouse-nyc.org.

Job Summary

The Director of Admissions is a key leadership role within the Admissions department responsible for driving a seamless and effective admissions process from inquiry through enrollment. This position manages selection, enrollment, readmissions, summer admissions, and financial aid administration while also contributing to recruitment strategies, marketing efforts, and retention initiatives. The Director of Admissions partners closely with the Vice President of Admissions to design and implement innovative, data-informed strategies that ensure diverse, mission-aligned resident cohorts and equitable access to financial aid.

Why Work at I-House?

I-House offers meaningful career opportunities, robust benefits, and a supportive environment for its employees. Perks and benefits include:

- Generous time off including vacation, holidays, and sick time

- Comprehensive benefits including health, dental, vision, and life insurance
- 403b retirement plan with company match
- Tuition assistance and financial support for job training
- Flexible spending accounts for healthcare and related expenses
- Complimentary access to our on-site fitness facilities
- Staff discount in our full-service dining facility
- Employee appreciation events and enrichment programming
- A friendly, inclusive, and collaborative work culture committed to I-House's core values of Empathy, Respect and Moral Courage

Key Responsibilities

Admissions and Financial Aid Management

- Collaborate with the VP of Admissions to design and implement an innovative, holistic admissions and financial aid strategy that advances I-House's priorities for enrollment, diversity, and inclusion.
- Oversee the end-to-end admissions process, including application review, decision-making, onboarding, and retention.
- Conduct comprehensive reviews of admission and financial aid applications, making recommendations aligned with the I-House's strategic goals.
- Manage re-admissions and summer admissions cycles.
- Partner with the VP of Admissions to analyze financial aid allocations and connect aid strategies to enrollment and retention outcomes.
- Execute the financial aid process, ensuring timely and accurate award decisions, while collaborating with Finance to steward restricted funds appropriately.
- Prepare financial aid usage reports for Institutional Advancement and respond to ad hoc data requests from other departments.
- Continuously optimize admissions and financial aid processes by leveraging technology, including AI tools, to enhance efficiency and applicant experience.
- Serve as the lead for the Admissions Office in the absence of the Vice President, ensuring continuity of operations and providing oversight to maintain departmental effectiveness.

Marketing & Communications

- Collaborate with the Communications team to develop engaging and informative admissions materials for the website, digital campaigns, social media, presentations, and other platforms.
- Maintain consistent communication with prospective and newly admitted students to ensure a smooth transition and positive onboarding experience.

Data Analysis & Reporting

- Use data analytics to monitor recruitment effectiveness, forecast enrollment trends, and identify opportunities for improvement and resource allocation.
- Prepare reports and provide data-driven insights to leadership, committees, and other stakeholders.

Minimum Qualifications

- Education: Bachelor's degree required; advanced degree in higher education administration, or a related field preferred.
- Experience: Minimum of five years of progressively responsible experience in admissions, recruitment, or enrollment management. Experience with non-traditional, adult, graduate, and international student populations is strongly preferred.
- Communication: Exceptional interpersonal and public speaking skills, with the ability to effectively engage and represent the institution to diverse audiences including prospective residents, families, and partner organizations.
- Writing & Marketing: Strong written communication skills with demonstrated experience developing recruitment messaging, marketing strategies, and social media campaigns to attract and engage prospective residents.
- Technology: Proficiency with CRM tools and Student Information Systems for recruitment and data tracking. Experience with StarRez is strongly preferred.
- Technical Skills: Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Project & Organizational Skills: Strong project management skills, including the ability to organize, prioritize, and meet deadlines while managing multiple projects simultaneously.
- Flexibility: Ability to travel and work flexible hours, including evenings and weekends, as needed.

Salary Range

\$95,000 - \$105,000, commensurate with experience.

How to Apply

Please submit a cover letter and résumé via e-mail to careers@ihouse-nyc.org and include the job title in the subject line.

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.