Dean of Graduate Admissions

The Dean of Graduate Admissions is a senior administrator overseeing all Graduate Admissions recruiting, inquiry and application processing activities. Working closely with the Provost, Deans, and Program Directors, responsibilities include, but are not limited to: implementation of a graduate recruitment plan, including recruiting trips and on-campus recruitment events; enhancing publications as well as departmental and program brochures; and overseeing application processing activities.

Qualifications: Master’s or doctoral degree strongly preferred. At least five years of progressively responsible duties in graduate enrollment management and previous management responsibility required. Demonstrated interpersonal skills are required, as is the ability to work weekend and evening hours as needed. Occasional overnight travel is required. Knowledge of enrollment service management techniques and enrollment management computer systems also required.

Candidates are requested to send a letter of application and resume to:

Herman A. Berliner, Ph.D.
Provost and Senior Vice President for Academic Affairs
Hofstra University
200 West Library Wing
144 Hofstra University
Hempstead, NY 11549-1440

Review of applications will begin February 15, 2004, and continue until the positions are filled.
EOE