Hofstra University invites applications for two new positions, the Senior Associate Dean of Admissions and Associate Dean of Admissions. Hofstra is a medium-sized, comprehensive, selective private university located on Long Island in Nassau County, NY. Total university enrollment including undergraduate, graduate and School of Law is approximately 13,400 students.

SENIOR ASSOCIATE DEAN OF ADMISSIONS
Reporting to the Dean, the Senior Associate Dean participates in recruitment and outreach programs; manages the activities and scheduling for all area recruiters; is responsible for outreach to the guidance and counseling community; coordinates application reading; and manages the transfer team.

The successful candidate will have a bachelor’s degree (master’s preferred) and a minimum of five years’ experience in college admissions, including strong communication skills and working knowledge of an integrated student data base. A valid driver’s license and availability some nights and weekends are required.

ASSOCIATE DEAN OF ADMISSIONS
Reporting to the Dean, the Associate Dean participates in recruitment and outreach programs; serves as a liaison to various program directors and offices; and assists in the planning, coordination and implementation of outreach and recruitment programs.

The successful candidate will have a bachelor’s degree (master’s preferred) and at least four years’ experience in college admissions, including strong communication skills and working knowledge of an integrated student data base. A valid driver’s license and availability some nights and weekends are required.

Both positions are available immediately. The search will remain open until the positions are filled. Salaries are commensurate with experience. Applicants should send a letter of interest indicating the position for which they are applying, resume and the names of three references to:
Ms. Susan Reantillo
Assistant Vice President for Enrollment Management
Hofstra University
Hempstead, NY 11549
EOE