***Position Description***

**Position Title:** Admissions Associate for Recruitment

**Office:**Admissions

**Reports To:**Vice President of Admissions

***About International House***

Founded in 1924 by John D. Rockefeller Jr. and the Cleveland H. Dodge family through the initiative of Harry and Florence Edmonds, International House is a residence for postgraduate scholars and trainees in New York City with a mission to prepare leaders for the global community. International House is home typically to more than 700 carefully selected graduate students and young professionals annually – representing 100 countries and more than 70 top schools and businesses. We provide an unrivaled opportunity for our Residents to thrive through daily interactions in a culturally, politically, and economically diverse environment and programs designed to expand the world views of these emerging leaders. We believe that leadership guided by the core values of the International House experience – Respect, Empathy, and Moral Courage – can create a more just and peaceful world. Learn more at [www.ihouse-nyc.org](http://www.ihouse-nyc.org).

***Overview:***

International House (I-House) has an exciting opportunity for a creative individual interested in building a diverse community of the best and brightest students committed to the mission of I-House. Reporting to the VP of Admissions, the Admissions Associate is responsible for attracting and engaging prospective residents to International House. This role involves developing and implementing recruitment strategies, building relationships with institutional partners, conducting outreach activities, promoting I-House through digital and print media, including the website and social media and providing guidance to prospective residents throughout the admissions process. If you are seeking a career opportunity that provides you with a rewarding work experience, dedicated and supportive colleagues, continued professional development, and competitive benefits, then we would love to hear from you.

***Responsibilities include but are not limited to:***

* Develop and execute recruitment strategies to meet the targets outlined in the Strategic Plan.
* Maintain and develop partnerships and relationships with academic and professional organizations.
* Collaborate with the Communications team to promote I-House through print and digital media.
* Build relationships with prospective residents through a variety of methods and platforms to provide support during the admissions process.
* Organize and facilitate events for partners and prospective residents, including open houses and information sessions.
* Track and report on recruitment activities and metrics to inform strategy adjustments.
* Represent I-House at conferences and other networking activities to promote I-House.
* Work on other projects as requested by the Vice President.
* Assist other members of the Admissions team with application processing, and answering applicants’ and residents’ inquiries.

***Job Requirements:***

* Bachelor’s Degree
* Knowledge of college admissions trends, policies and practices is preferred.
* Experience in developing digital and print media is a plus.
* Proven ability and enthusiasm for building, cultivating, maintaining, and expanding relationships with local colleges, universities, and external organizations with housing needs.
* Excellent public speaking, and written communications skills; comfortable speaking in front of groups representing I-House at student fairs, conferences, and similar events.
* Strong customer service skills, with demonstrated ability to meet the needs of a diverse client base.
* Highly organized, detail-oriented and self-motivated.
* Ability to work effectively both independently and as part of a team. Must be able to work some evenings and weekends.
* Capable of working effectively with individuals from diverse and multicultural backgrounds.

***Salary Range:***

$63,000-$66,000

***How to Apply:***

Please submit a cover letter and resume via e-mail to careers@ihouse-nyc.org with “Admissions Associate” 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.*