

# USA

[< Welcome page](#)

Returning Candidate? [Log back in](#)

## Assistant Director, Study Away Enrollment Services

2020-7340

3 weeks ago

US-NY-New York   **Department** Global Programs Student Support and Services   **School/Division** Global Programs (WS1750)

**Compensation Grade** Band 53   **Union** N/A   **FT/PT** Full-Time   **Category** Student Services/Athletics

### Position Summary

As a leader on the Enrollment services team, the Assistant Director supports the director on study away application processing, decision notification, and study away enrollment requirements and communications. Duties and responsibilities include, but are not limited to: Provide study away admission and enrollment support. Provide financial aid, cultural awareness information; travel planning and personal advising to students; Represent and market NYU Global Programs to potential study away students at on-campus and off-campus events; cultivate relationships with students, Profiles and college advisors to encourage a positive response and interest in enrolling at NYU Global Programs; Review and evaluate students' study away applications to achieve University, geographic, and departmental enrollment goals by encouraging qualified students to apply; support the University's emergency response protocol; take appropriate action(s) to alleviate student problems, and contribute as part of the Global Programs Outreach, Enrollment, and Student Support groups.

### Qualifications

**Required Education:**

Bachelor's Degree

**Preferred Education:**

Master's degree

**Required Experience:**

5+ years

**Preferred Experience:**

Experience in a project team leadership role, student advising, admission/enrollment in a higher education setting

**Required Skills, Knowledge and Abilities:**

Proven ability to support, advocate for and council student, successfully manage details independently and work within predetermined timelines; Ability to work within and navigate complex organizations to achieve outcomes; Excellent interpersonal skills, including the demonstrated ability to develop effective relationships and communicate with diverse populations and stakeholders; Ability to utilize data to inform decisions; Excellent written, and oral communication skills; Ability to work effectively to a wide range of audiences including students and their families, alumni, advisors, faculty and other administrators.

**Preferred Skills, Knowledge and Abilities:**

Knowledge of student information system software (preferably Peoplesoft), CRM software (preferably Slate Technolutions).

### Additional Information

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at [nyu.edu/sustainability](https://nyu.edu/sustainability).

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

### Options

Apply for this job online

Share this job

Share on your newsfeed

## Need help finding the right job?

We can recommend jobs specifically for you! [Click here to get started.](#)

[Application FAQs](#)

**New York University**

Unless otherwise noted, all content copyright New York University. All rights reserved.