

Job Title: Non-Teaching Adjunct – Recruitment and Admissions

Functional Title: Admissions Advisor/Recruiter

Location: College of Staten Island

Full/Part Time: Part-Time

The Recruitment and Admissions Office at College of Staten Island invites applications for non-teaching adjuncts to serve as an Admissions Advisor.

Reporting to the Assistant Director for Orientation, the Admissions Advisor/Recruiter:

- Conducts information sessions and open house events to ensure applicants are fully informed of requirements and processes.
- Assists in direct recruiting at high schools and other appropriate locations.
- Maintains current information about College programs and degree requirements, providing general information on programs and services in person or by telephone, email, or letter.
- Must be available for a varied and occasionally rigorous schedule of day, evening, and weekend events; as well as occasional travel.
- Manages an assigned list of high schools, community colleges and community organizations for on- and off-campus recruitment. This includes maintaining communication with counselors and advisors, attending college recruitment events, conducting private visits and hosting special college visits. Must be able to conduct walking tours of CSI's sprawling campus.
- Coordinates and assists with event planning for on-campus recruitment events, including group visits, conferences, information sessions and conversion events.
- Manage an assigned territory. Current recruitment territories include, but are not limited to the five boroughs, NYC metro area, Long Island, NJ, upstate NY, and NJ.
- Advises students from the prospect to admitted stage.
- Assists in managing the recruitment calendar.
- Performs related duties as assigned.

QUALIFICATIONS

Bachelor's Degree required.

PREFERRED QUALIFICATIONS

- Driver's license and access to vehicle
- Two years' related experience
- Master's degree
- Ideal candidate will have excellent written, verbal communication and presentation skills as well as strong multi-tasking skills
- Proficient in Microsoft 365 (Teams, Word, Excel, Access and PowerPoint)

COMPENSATION

\$51.94hr

*Rates will be adjusted by 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

HOW TO APPLY

To apply, please send your resume/CV and the name and contact information of two references to Emmanuel Esperance, Jr.: emmanuel.esperance@csi.cuny.edu. Please include the subject line "Admissions Advisor Non-Teaching Adjunct Position" in all email correspondence.

CLOSING DATE

Open until filled

JOB SEARCH CATEGORY

Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer