

Director of Recruitment and Field Relations

Reports to: Dean, Graduate School of Education
Status: Full Time
FLSA: Exempt
Location: Manhattan, Brooklyn, Long Island, and online

About Touro College:

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/media/>.

JOB SUMMARY:

The Director of Recruitment and Field Relations works with the GSE Dean, Associate Deans, Program Chairs, Admissions Department, Lander Center, and TCUS Student Administrative Services to establish and enhance communication, collaboration, and coherence among all new and ongoing efforts to build working partnerships with P-12 schools, school districts, undergraduate institutions of higher education, alumni networks, and other organizations for the purpose of recruiting candidates into the GSE's Masters Degree and Certificate Programs.

JOB RESPONSIBILITIES:

- Oversee all GSE Recruitment efforts, including but not limited to print, social media, advertising, open house events, college/career fairs, and ongoing organizational partnerships.
- Focus recruitment efforts on quality candidates who demonstrate potential for success as educators of diverse student populations.
- Work with GSE programs to support and enhance existing relationships between GSE Programs and P-12 schools and districts.
- Build ongoing working relationships with officials in undergraduate colleges in the NY region, including Career Services Offices, Career Development Offices, etc.
- Work with GSE programs to develop and maintain an alumni network with the hundreds of Touro GSE graduates who are currently employed in P-12 schools and districts and who can encourage coworkers to enroll in Touro GSE Programs.
- Work with GSE programs to build a "bridge" program for paraprofessionals, including writing support and GRE preparation.

- Build recruitment outreach programs targeting career changers, Veterans and Reservists.

REQUIREMENTS:

Education, Preparation, and Training

- Masters Degree in a related field (Education/Communications) preferred

Desired Experience:

- Documented record of experience in recruiting/communications fields
- Demonstrated understandings of the policy and employment trends that shape P-12 education
- Demonstrated understandings of and connections with recognized leaders in the P-12 and higher education environment of New York and the nation

Skills

- Strong communication and interpersonal skills
- Strong organization and strategic-thinking skills
- Strong relationship and team-building skills

Computer Skills

- Proficiency in social media and digital platforms
- Proficiency in Microsoft Office Suite including Word, Excel, Power Point, Outlook
- Proficiency in online learning platforms including Blackboard, Adobe Connect, etc.

Travel

- Extensive travel to Touro College GSE sites and partner organizations, including occasional evenings

Application Procedure:

Please send a cover letter with salary expectations and your resume to Dean Arnold Spinner, arnold.spinner@touro.edu. The subject line of your email should read: "Director of Recruitment and Field Relations."

Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in conformance with Title IX, 1972 Education Amendments