Manhattan School of Music Position Description

Title: Admission Counselor
Department: Admissions
Reports to: Director of Admissions
Internal contacts: Offices of the Registrar, Financial Aid, Student Life, Residence Life, etc., as well as department Chairs and members of faculty
External Contacts: Prospective students and their families, applicants, affiliated Schools of Music, New York City ensembles related to MSM faculty, high school guidance counselors and music education staff
Start Date: To be determined

Domains:

Counseling/Recruiting:
- Counsel applicants, prospective students, and their families
- Reply to phone calls and emails from prospective applicants and their parents
- Attend College fairs / recruit nationwide
- Travel as needed
- Present “Information Sessions” for daily tour groups
- Coordinate group visits
- Setup class visits for prospective students
- Meet with “walk-ins” on a daily basis
- Work with Admissions team to continually improve MSM’s profile on the web and in social media, as well as to shape / utilize recruitment materials

Admission Liaison for Assigned Departments:
- Manage assigned caseload
- Correspond with applicants, faculty, and Chair of assigned caseload
- Read and review admission files
- Evaluate academic and language proficiency documentation
- Maintain electronic and paper records from initial contact to matriculation
- Assist applicants with file completion
- Coordinate and Manage prescreen evaluations
- Schedule auditions
- Schedule faculty adjudicators for auditions
- Ensure accuracy of data records for all caseload applicants
- Prepare for and attend Admission Committee meetings
- Oversee the release of prescreen and audition results
- Evaluate Immunization Records for compliance with New York State Law
- Provide faculty members with initial assigned students list
Data Entry:
• Work with Decision Desk (Online Application and Media Upload site), Jenzabar, Access database, Excel spreadsheets

Other Responsibilities:
• Provide administrative support to Dean of Enrollment Management
• Assist other staff members as needed
• Answer phones as needed
• Lead school tours as needed
• Assist in preparation and maintenance of audition week materials
• Assist with updating and monitoring content on the MSM Admissions Portal
• Occasionally work on a weekend or after 5pm on a weekday
• Other duties, as assigned

Qualifications:
• Bachelor’s degree required; Master’s degree preferred
• Prior College Admissions work preferred
• Music background preferred
• Ability to work in fast-paced, deadline-driven environment
• Ability to work patiently and supportively with applicants and members of the public
• Professional and warm interpersonal and phone skills
• Strong organizational skills
• Knowledge of Microsoft Word, Excel, and Access, required

Application:
Submit a cover letter and résumé via email to ccassidy@msmnyc.edu or by post to:

Christan Cassidy
Director of Admissions
Manhattan School of Music
120 Claremont Avenue
New York, NY 10027

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