

Position Description

Title:	Administrative Assistant for Admissions
Department:	Office of Admissions and Financial Aid
Reports To:	Director of Admissions
Internal Contacts:	Offices of Financial Aid, Registrar, Student Life, International Student Services, Provost, Media and Communications
External Contacts:	Prospective Students/Families, Independent Music College Fair organizers, New York City ensembles related to MSM faculty, high school guidance counselors and music education staff
Employment Status:	Full-time; Non-exempt

Domains:

Administrative

- Participates in weekly Admissions team meetings; assists Admissions staff with daily tasks to maintain efficient office workflow.
- Assists Admissions Counselors with shipments of recruitment materials for college fairs and recruitment events, and with other travel-related arrangements and paperwork.
- Reviews content of the Admissions sections of the MSM website for accuracy.
- Responsible for organization of files, including applicant file preparation for auditions and the Office of the Registrar.
- Performs other duties as assigned.

Counseling

- Replies to phone calls and emails from prospective applicants in a timely and professional manner.
- Meets with walk-in visitors on a daily basis; holds weekly “drop-in” hours for prospective applicants and their families; schedules one-on-one meetings with prospective students and applicants as needed.
- Leads daily information sessions and campus tours for prospective applicants and their families
- Maintains up-to-date script for School and Residence Hall tours.
- Maintains inventory of print materials for dissemination to visitors/prospective applicants.
- Assists the Admissions team and the Office of the Registrar with scheduling class visits for newly accepted students.

Job Requirements:

- Bachelor’s Degree
- Knowledge of classical and jazz music preferred
- Extensive knowledge of commonly used computer applications, including Microsoft Office Suite

- Excellent interpersonal skills with the ability to communicate with staff and faculty and to contribute to a climate of collaboration and teamwork
- Strong oral and written communications skills
- Ability to work under pressure in a deadline-driven environment, while maintaining strong attention to detail with a high level of organizational ability and effective follow-up systems
- An enthusiastic and creative work behavior with a commitment to excellence in education and the School's mission
- Sound ethics and a professional manner

Contact Information:

Send letter of application and résumé including three references to:

Christina Quental
cquental@msmnyc.edu
No phone calls, please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.