Assistant Director of Admissions Position Description

Title: Assistant Director of Admissions
Department: Admissions
Reports to: Director of Enrollment

Position Summary:
Manhattan School of Music (MSM) seeks a dynamic admissions professional who will communicate the value of an MSM education to prospective students, families, and influencers and guide applicants from the point of contact to enrollment. This position is involved in all phases of the admission process, including representing MSM at in-person & virtual events, managing the completion and review of applications, facilitating auditions, and working with faculty to identify and yield students. The successful candidate will be a creative, digital native who is passionate about music and education.

Domains:
Counseling/Recruiting:
- Counsel prospective students, applicants, and families
- Work collaboratively with other members of the admission team and partner offices to meet enrollment goals
- Respond to emails and phone calls from prospective applicants, their families, and colleagues in a timely and professional manner
- Meet with prospective students and families in-person and virtually
- Represent the institution at in-person and virtual college fairs and other related music events
- Travel to administer regional auditions as necessary
- Present information sessions for daily tour groups and virtual visits
- Coordinate with faculty and Department Chairs in recruiting initiatives
- Contribute to digital recruitment and social media campaigns

Admission Liaison for Assigned Departments:
- Manage and review a caseload of applicants assigned by artistic discipline and other criteria
- Coordinate with faculty and chair of assigned areas in a variety of enrollment matters, including auditions
- Utilize Slate by Technolutions to manage the application process
- Present wholistic applicant summaries in Admission and Scholarship Committee meetings
- Coordinate the release of prescreening and admissions decisions for caseload
• Maintain admitted student engagement through to the point of matriculation

**Other Responsibilities:**
• Work on weekends or after 5pm on weekdays may be required during peak admission seasons. Please note that these periods are balanced by MSM’s generous holiday and summer schedule.
• Other duties, as assigned

**Job Requirements:**
• Bachelor’s degree required; Master’s degree preferred
• Background in college admissions (music admission experience preferred) and/or arts or education administration
• Knowledge of Microsoft Office Suite required. Previous experience with Slate by Technolutions or databases and CRMs preferred
• Knowledge of and passion for classical music, jazz, and/or musical theatre
• Ability to work empathetically, patiently and supportively with applicants, teaching artists, and members of the public
• Professional interpersonal communication skills as well as a positive attitude and friendly demeanor
• Strong organization and time management skills with an eye for detail
• Commitment to diversity, equity, and inclusion
• Experience working with international students

**Contact Information:**
Send a cover letter, résumé, and three references to:

Jonathan Herbert, Director of Enrollment, at jherbert@msmny.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.