

Position Description

Title:	Senior Associate Director of Admission
Department:	Enrollment Management
Reports To:	Assistant Vice President for Admission
Internal Contacts:	Offices of Alumni Affairs, the Registrar, Financial Aid, Student Life, Residence Life, ESL, and International Student Services, as well as Department Chairs and members of MSM 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
Employment Status:	Full-Time, Exempt
Salary Range:	\$80,000 to \$85,000

Manhattan School of Music (MSM) seeks an experienced music admission professional to serve as Senior Associate Director of Admission. This position will be forward-thinking, culturally attune, industry-aware, and committed to a data-driven and team-based approach to enrollment management. The position will work under the mentorship of the Assistant Vice President for Admission and will assist the AVP in leading fellow admission team members, including an Associate Director, Assistant Director, and student workers. The position will foster collaborative relationships within the institution, especially engaging faculty in the student recruitment process and partnering with other enrollment management offices to improve the student and faculty experience. The Senior Associate Director will reinforce a positive, professional office culture and student-centered approach to all aspects of the team's work. A core element of this position will be working with faculty and the Alumni Affairs departments to engage faculty, alumni, and current students in recruitment efforts. A balance of well-developed interpersonal skills, technological ability, and music admission-specific professional experience are essential for success.

Domains:

Leadership

- Demonstrate proactive and creative ownership of projects and initiatives as assigned by AVP for Admission, anticipating challenges, building consensus, and offering effective solutions throughout the admission cycle.
- Mentor Admission team members and student workers in collaboration with the AVP for Admission, empowering staff to perform at their highest potential with dedication and passion.
- Serve on the Admission and Scholarship Committee, providing support to the Vice President for Enrollment Management and the Assistant Vice President for Admission as they meet institutional enrollment targets.
- Engage MSM faculty to identify program and major-specific priorities and align them with institutional enrollment strategy and ongoing technological advancements.

- Work with faculty to identify opportunities for recruitment through existing faculty travel and assist with outreach for masterclass opportunities.
- Coordinate with Alumni Affairs to identify in-person and virtual alumni recruitment opportunities.

Recruitment Strategy

- Collaborate with the VP for Enrollment Management and the AVP for Admission to develop recruitment strategies to identify and yield an international, diverse, and program-balanced student community.
- Develop, implement, and manage dynamic recruitment strategies to meet enrollment goals, including student search, prospect management, and yield efforts.
- Oversee specific student recruitment initiatives, including increasing and diversifying both domestic and international enrollment.
- Extract and analyze data to improve decision-making and to provide insightful reports to the enrollment management team, senior leadership, and institutional constituencies.
- Partner with the Assistant Director of Digital Marketing and Admission to tell the MSM story through recruitment materials and a student-focused social media presence.
- Represent Manhattan School of Music at recruitment events.
- Engage the MSM faculty in coordinated recruitment activities to build awareness for MSM and a network of peer-faculty and administrators.
- Participate in ongoing professional development for awareness of recruitment strategies and best practices in higher education and the arts.

Systems Operations

- Work with the AVP for Admission to manage the Slate environment for the College, Barnard/MSM Cross-Registration Program, and International Exchange Program.
- Maintain and improve Slate-related processes; implement and review system automations.
- Provide ongoing training for other offices on the use of Slate, system functionality, best business practices, and system processes.
- Train College faculty on the use of Slate, including prescreening and the audition review process.
- Assist with leading the revision of application, event landing pages, and applicant portals frequently and thoughtfully to optimize the applicant experience.
- Collaborate with team members in the audition prescreening process, electronic audition review process, and in-person auditions.
- Create and maintain accurate documentation about system processes and operational procedures.
- Utilize data from past travel and events to recommend new recruiting venues, geographic locations, and initiatives.

Job Requirements:

- Bachelor's degree and at least 3 years of progressive responsibility in music admissions required.
- Extensive knowledge and experience managing a database or customer relationship management system, preferably Technolutions Slate.
- Extensive knowledge of commonly used computer applications.
- Strategic and flexible leadership and managerial skills.

- Commitment and passion for the mission of Manhattan School of Music.
- Excellent interpersonal qualities and the ability to represent the institution and the MSM brand on a world stage.
- Ability to work under pressure managing multiple simultaneous projects in a deadline-driven environment, while maintaining strong attention to detail.
- Commitment to building a culture of inclusion.

Contact Information:

Send cover letter, résumé, and three references to:

Enrollmentposition@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.