

Position Description

Title:	Associate Director of Admission and Scholarship
Department:	Office of Admission
Reports To:	Assistant Vice President for Admission
Internal Contacts:	Offices of 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
Status:	Full-Time, Exempt
Salary Range:	\$70,000 to \$75,000

Position Summary:

The Associate Director of Admission and Scholarship is involved in all phases of the admission process, including day-to-day operations, managing applicant records, file review, facilitating auditions, working with faculty to identify and yield students, and assisting the AVP for Admission to achieve institutional targets set by the VP for Enrollment Management. The Associate Director plays an integral role in building the MSM recruitment network and developing metrics to monitor effectiveness. In addition, this admission position supports all aspects of the admission, yield, and retention of MSM students as it relates to institutional scholarship aid. The successful candidate will be creative, digital-savvy, and organized. In addition, they will balance passion for music and education with a commitment to helping students understand the value of investing in a music education.

Domains:

Department Leadership Support

- Contribute to a variety of admission and enrollment management projects as they align with the admission cycle and student lifecycle.
- Play a central role in the strategic expansion and fine tuning of the MSM recruitment network and the processes that measure pipeline efficacy.
- Recommend operational and strategic improvements.
- Train other members of the admission team on aspects of MSM institutional scholarship aid awarding.

Counseling/Recruiting

- Counsel prospective students, applicants, and families through the admission process.
- 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, heads, and deans 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 admission decisions for caseload.
- Maintain admitted student engagement through to the point of matriculation.

Institutional Scholarship Aid

- Manage communication with new and continuing students about scholarship aid.
- Act as a liaison between MSM Faculty and the Scholarship Committee regarding awarding and institutional priorities.
- Collaborate with Director of Financial Aid to prepare and present student files to the Admission and Scholarship Committee.
- Organize continuing student financial aid appeals process for need-based adjustments.
- Oversee data integration between the CRM (Slate) and Financial Aid database (PowerFAIDS).
- Lead efforts to communicate nuanced value propositions and the return on investment of an MSM education.
- Act as a liaison between the Office of Financial Aid and the Office of Admission to align strategy, timelines and processes.

Other Responsibilities

- Work on weekends or after 5pm on weekdays may be required during peak admission seasons.
- Other duties, as assigned.

Job Requirements:

- Bachelor's degree required; Master's degree preferred
- Background in college music admissions required
- Knowledge of Microsoft Office Suite required
- Previous experience with Slate by Technolutions and/or other CRM, Student Information System (SIS), and/or database required
- 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
- Proven ability to maintain confidentiality and effectively handle highly sensitive and personal information with tact and discretion
- Experience working with international students
- Background in institutional and/or federal financial aid preferable
- Previous experience managing employees preferred

Contact Information:

Send a cover letter, résumé, and three references to:

Emma Davis, Assistant Vice President for Admission, at enrollmentposition@msmnyc.edu

No phone calls, please.

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