

NEW YORK STUDIO SCHOOL

OF DRAWING, PAINTING & SCULPTURE

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ADMISSIONS OFFICER

New York Studio School seeks a highly motivated, dedicated Admissions Officer to join its core staff at an exciting time of growth.

The Admissions Officer is a full-time, externally facing position that plays a critical role within the School, welcoming and recruiting new students and supporting the office of Student Services in the admissions process. Reporting directly to the Director of Admissions & Student Services and indirectly to the Associate Dean for Academic Affairs, the Admissions Officer will collaborate closely with the Marketing and Outreach Manager and be a strong presence on-site at the School. The Admissions Officer will build upon existing practices to expand and implement a comprehensive recruitment strategy that identifies, attracts, admits, and enrolls a highly qualified, diverse student population. Acting as an ambassador for the School to build enrollment across all academic programs of the School, this is a full-time, in-person position.

New York Studio School is an Equal Opportunity Employer and does not discriminate in its hiring or employment practices on the basis of gender, race or ethnicity, color, national origin, religion, age, disability, family or marital status, or sexual orientation. The School is committed to creating a diverse and inclusive environment.

Primary responsibilities include, but are not limited to:

- Guiding prospective students through the admissions process, from initial inquiries through to interviews
- Leading tours and conducting info sessions for prospective students, in-person and virtually
- Explaining all academic programs and answering any questions about them with thorough knowledge and enthusiasm
- Building upon existing practices to deepen and implement a comprehensive recruitment strategy that identifies, attracts, admits and enrolls a highly qualified, diverse student population at NYSS (across in-person and virtual academic offerings)
- Contributing to the careful maintenance of student records and accurate digital tracking of recruitment-related contacts and communications
- Assistance with Commencement, Orientations, Open Houses and other student-related events
- Scheduling and coordinating Admissions Interviews for full-time programs
- Fostering and maintaining relations with cultural and academic institutions
- Conducting phone interviews for the School's Marathon programs
- Managing and growing a network of recruitment and outreach contacts
- Potentially traveling to conduct info sessions nationally and internationally to promote the School and recruit applicants who would thrive at NYSS.

Qualifications/Competencies:

- Bachelor's degree required; Master's degree preferred
- Experience in higher education, preferably in the visual arts, with demonstrated success in student recruitment
- Discretion with sensitive information
- Commitment to diversity and inclusion
- Exceptional written and verbal communication skills
- Exceptional interpersonal skills: diplomacy, courtesy, and care to facilitate interactions with prospective students of wide-ranging backgrounds, both nationally and internationally
- Highly motivated, with the ability to work well independently and collaboratively
- Excellent written, verbal, and organizational skills
- Experience managing deadlines and multiple projects simultaneously
- Proficiency in MS Office and CRM databases, facility with other software welcome
- Highly organized, efficient, self-motivated, attentive to detail, and enthusiastic
- Mission-driven and solution-oriented

Compensation:

This is a full-time, in-person position with a starting salary range of approximately \$55,000 - \$65,000, dependent upon experience, with growth opportunity. The work schedule will typically be Monday – Friday, 10am – 6pm, with the possibility of some evening work and travel. It includes NYSS' full benefits package.

Additional Information:

This job description is not designed to cover all duties or responsibilities connected to this role. Standard NYSS hours are Monday to Friday, 10am – 6pm. The offices are located in Greenwich Village in Manhattan, in a historic building that does not meet ADA compliant standards. The staff is presently working both onsite and remotely.

About NYSS:

The New York Studio School, founded in 1964 by artists for artists, is located in the historic Greenwich Village building that served as the original home of the Whitney Museum of American Art. Pedagogically, the School values perception and the practice of drawing as it seeks to equip its students with the means to develop a personal language for expression and artistic vision. This rigorous studio-based art education is a preamble to a lifetime's engagement in drawing, painting, and sculpture. The School offers a range of courses and educational programs, both in-person and virtual, including a two-year Master of Fine Arts degree, a three-year Certificate program, Evening & Weekend courses, and its signature immersive Marathons. Public programming, including the Evening Lecture Series and Gallery Exhibitions, serves as both an integral part of the curriculum and an exceptional offering to the public free of charge.

Application Instructions:

To apply, interested candidates should submit a cover letter and resume, including contact information for three references, as one PDF document to humanresources@nyss.org. Please put "Your Name – Admissions Officer" in the subject line. No phone calls please.

Review of applications will begin immediately and will continue until an appointment is made. At least two rounds of interviews are anticipated.