

# NEW YORK STUDIO SCHOOL

## OF DRAWING, PAINTING & SCULPTURE

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### RECORDS AND OPERATIONS MANAGER

New York Studio School seeks a highly organized, detail-oriented, and dedicated Records and Operations Manager to join the School's core staff at an exciting time of growth. This role is envisioned as a primarily remote position.

The Records and Operations Manager is a full-time position overseeing all records at the School, including student academic records, and providing vital administrative and organizational support. Reporting to the Associate Deans, this position will work closely with various staff members and with the School's external bookkeeper to manage accounts payable and receivable, payroll, and other reporting and record-keeping.

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:

Records and Compliance:

- Registering full- and part-time students for classes, collecting all necessary forms, and generating student IDs
- Communicating rosters and enrollment information as necessary with staff and faculty
- Maintaining accurate student records, including MFA and Certificate transcripts
- Distributing, processing, and tracking grades for all MFA students
- Providing academic transcripts upon request
- Certifying the awarding of degrees and certificates
- Distributing and maintaining student course evaluation forms across all programs
- Acting as the compliance officer for the School, generating state and federal reporting as needed
- Assisting with maintaining faculty files and generating annual faculty contracts

Organizational Management:

- Managing bi-weekly payroll and benefits process, maintaining PTO leave records
- Serving as liaison between School and external bookkeepers
- Managing all invoices, uploading to Bill.com and ensuring proper coding of bills
- Serving as primary purchase agent for School

Qualifications/Competencies:

- Bachelor's degree preferred
- Experience in office management, ideally in a higher education or administrative setting

- Exceptional organizational skills and attention to detail; ability to prioritize, manage multiple projects, work efficiently, and anticipate needs
- Commitment to diversity and inclusion
- Discretion with sensitive information
- Highly motivated, with the ability to work well independently and collaboratively
- Some familiarity with accounting best practices, facility with spreadsheets
- Skilled in Microsoft applications, especially Excel, and CRM databases
- Mission-driven and solution-oriented

#### Compensation:

This is a full-time position with a starting salary range of \$55,000 - \$65,000, dependent upon experience, with growth opportunity. It includes NYSS' full benefits package. The work schedule will typically be Monday to Friday, 10am – 6pm. Remote work and/or a hybrid schedule will be possible on a to-be-determined basis.

#### 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](mailto:humanresources@nyss.org). Please put "Your Name – Records and Operations Manager" 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.