

NEW YORK STUDIO SCHOOL

OF DRAWING, PAINTING & SCULPTURE

8 West 8th Street, New York, NY 10011 Phone 212.673.6466 Fax 212.777.0996 nyss.org

Director of Admissions & Student Services

The New York Studio School, founded in 1964 by artists for artists, offers a variety of studio-centric academic programs, including a two-year MFA degree, a three-year Certificate, a three-year Virtual Certificate, intensive two-week Marathons, Virtual Intersession Marathons, and a range of Evening & Weekend classes. Located in the historic Greenwich Village building that served as the original home of the Whitney Museum of American Art, the School is currently seeking a well-spoken, kind, and exceedingly organized Director of Admissions & Student Services to join a small, dedicated staff in furthering the School's mission and supporting its students.

The Director of Admissions & Student Services is involved with all aspects of student admissions and student experience at the School. This dynamic hands-on position interacts with artists of all ages and backgrounds within the School's vibrant community. The ideal candidate will be forward thinking in anticipation of students' needs, sensitive to student concerns, discreet, hardworking, patient, and fair and will be able to prioritize tasks, communicate clearly and effectively, be solution-oriented and a team player within the School's staff. This role will build upon existing practices to deepen 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, this is a full-time, in-person position, with exceptions for approved task-specific remote-work.

The Director of Admissions & Student Services reports to the Associate Dean for Academic Affairs and the Dean and works closely with the Records & Operations Manager, as well as with all members of the School's faculty and staff as their roles pertain to student life and student recruitment. This role is a key position within the School and its full-time hours are typically Monday-Friday, 10am-6pm. The School located in a historic building that does not meet ADA compliant standards.

Primary Responsibilities

- **Admissions:** Receive and process applications across all academic offerings (full-time and part-time); update and maintain Slideroom for application processing; schedule and conduct full-time applicant interviews; receive, process, and ensure completion of all applications and related correspondence; maintain and cultivate relationships with other schools nationally and internationally to foster student exchange programs.
- **Recruitment and Outreach:** Plan and host seasonal info sessions on relevant academic programs; meet with prospective students and conduct tours of the School; oversee strategic improvements and long-term advancement of recruitment strategies.

- **Registration and enrollment:** Maintain accurate student records when appropriate; maintain relationships toward transfer credit agreements with accredited institutions; assist with providing academic transcripts; certify the awarding of Degrees and Certificates; provide projected enrollment statistics to appropriate staff members; distribute and maintain student course evaluation forms across all programs.
- **Compliance:** Serve as the School's Title IX Coordinator and maintain all corresponding standards; collect immunization forms as per NY State Regulations; report to the NY State Department of Education in compliance with MFA standards Act as the compliance officer for the NY State Veterans Administration Bureau; generate detailed state and federal reports to meet reporting deadlines.
- **Student Services:** Advise students on academic, professional and personal concerns; generate a weekly email newsletter for students; update and receive financial aid applications and appeals; allocate Tuition Remission roles and oversee Tuition Remission program; organize and conduct tri-annual new student orientations; organize reception aspects of commencement, open houses, and other student-related events; address all matters concerning academic standards and progress; oversee the upkeep and enforcement of student handbook and general codes of student conduct.
- **International Student Services:** Serve as the Primary Designated School Officer (PDSO - training provided) to assist students with and prepare I-20 forms for M-1 and F-1 student visas and in filing OPT applications; oversee and complete SEVIS recertification process (every three years).
- Additional other duties as assigned.

Ideal Qualifications

- 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
- Bachelors degree required / Masters degree preferred
- Experience in higher education, preferably in the visual arts, with demonstrated success in student recruitment and/or in the areas of Student Services, Admissions, Financial Aid
- Experience working with international students and SEVIS
- Background and/or aptitude for working with numbers and record keeping
- Excellent organizational skills and an affinity for data systems
- Independent professional judgment and dedication of a team player
- Creative problem-solving skills and compassion in dealing with complex student issues
- Proficient in MS Word, Excel, and web applications
- Highly organized, efficient, self-motivated, attentive to detail
- Mission-driven and solution-oriented

Compensation

This is a full-time, in-person position with a starting salary of approximately \$65,000 - \$72,000 with growth opportunity. NYSS offers a benefits package that includes health care coverage. The work schedule will typically be Monday – Friday, 10am – 6pm, with the possibility of some

evening work and travel. NYSS' benefits package includes employee health and life insurance, flexible spending plan, voluntary vision and dental coverage, pre-tax commuter benefit, 403(b) retirement plan, 100% paid family leave, employee assistance program.

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. The School emphasizes perception and drawing, providing its students with the means to develop a language for expression of a personal artistic vision. This unique studio-based art education is a preamble to a lifetime's engagement in drawing, painting, and sculpture. Students are encouraged to think independently and work with dedication. The School offers a range of courses and educational programs, both in-person and virtual, including a two-year Master of Fine Arts, a three-year Certificate program, Evening & Weekend courses, and its signature one- and two-week immersive Marathons. The public programming, including the twice-weekly Evening Lecture Series and the 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, please send as a single pdf: cover letter, resume, and names and contact details of at least three references to humanresources@nyss.org No phone calls please. Please include in the subject line, "Your Name – Director of Admissions & Student Services."

The 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.

Interviews will begin at the end of May 2024 and continue until the position is filled.