Admissions Associate, Mason Gross School of the Arts

Summary

Mason Gross School of the Arts at Rutgers University seeks qualified candidates to fill the position of an Admissions Associate (AA), working closely with the Mason Gross School of the Arts Director of Admissions on a broad range of tasks associated with the recruitment and enrollment of undergraduate and graduate students to the school.

The AA will travel to recruitment fairs, high schools and community colleges as the primary recruitment representative of Mason Gross. The AA will conduct information sessions, both on and off campus. The AA will also assist with a wide range of administrative office assistance, including correspondence, organization, data collection, counseling, admissions, marketing, communications and event planning. The AA will be expected to forge strong, well-developed relationships with prospective students, parents/guardians, and counselors/educational advisors in order to elevate Rutgers' Mason Gross visibility and foster increased enrollment at The Mason Gross School of the Arts. The position will be responsible for mailings to staff, schools, and admitted students. The AA will communicate and develop positive relations with university personnel in both academic and administrative units. The AA conducts follow-up communication with applicants and admitted students.

The AA assists the Director of Admissions with review, evaluations, and decisions on an assigned proportion of the total applications for admission to the Mason Gross School of the Arts such that timely notification and enrollment goals are achieved. Develops expertise in fine and performing arts credential evaluation and serves as a resource to other counselors in this capacity.

Education, Experience, Skills, and Special Conditions:

Qualified applicants will possses a Bachelor's Degree in a related field, or an equivalent combination of education and/or experience. Individual should be highly self-motivated with strong attention to detail and the ability to handle considerable and varied responsibilities in a fast-paced environment. Work must be accurate and professional. Needs excellent communication, presentation and interpersonal skills and computer literacy. Professional experience in academic admissions and/or fine and performing arts preferred. Drivers license and willingness to travel required.

How to Apply:

Interested candidates should send a letter of interest, curriculum vitae/resume, and the names and contact information of three references by email to AdmissionsJob@masongross.rutgers.edu. Reference Job title "Admissions Associate" in subject line of email. Screening of applications will begin immediately and continue until the position is filled.

No phone calls please.

About Mason Gross School of the Arts at Rutgers, the State University of New Jersey:

The Mason Gross School of the Arts offers musicians, theater artists, dancers, and visual artists a creative space within a stimulating research university, an intimate campus setting with easy access to—and participation in—New York City's dynamic cultural life. http://www.masongross.rutgers.edu