



Title: Assistant Director, Admissions

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Work Location: Pasadena, California,

Description

This position is responsible for the recruitment of a diverse population of art and design students. Recruitment includes presenting the College's programs and philosophy of education to prospective students, families, and teachers. This is accomplished through presentations at schools, representation at fairs and/or portfolio days. Cultivation of art teacher relationships is an important aspect of the job expectation.

The Assistant Director will meet with students in individual appointments to counsel on the application process and assess the student's portfolio of work for particular majors. The Assistant Director is assigned to a caseload of prospective students and is charged with both maintaining strategic communications with them and encouraging them to become applicants when they meet the College's requirements. Travel may be extensive between September-February and week-end and evening work may also be required.

Essential Functions

Recruitment Activities – 50%

- Give presentations on the College to groups in high school and college art classrooms and to groups on campus; responsible for planning all local and out-of-town travel to visit promising schools
- Represent the College at events such as Portfolio Days and other recruitment events for prospective students
- Become versed in the curricula and portfolio requirements for each major as well as in general financial aid processes
- Plan and implement recruitment activities for assigned majors and for assigned territories
- Provide information to tour groups
- Research art programs throughout the country/the world and cultivate relationships with art teachers
- Assist with planning, coordination, and execution of recruitment events, as needed, including but not limited to National Portfolio Days, Open House, New Student Night, Accepted Student Night,

and out of town recruitment events

- Assist with the admissions process including follow-up with students.

Counseling and Portfolio Reviews – 50%

- Counsel prospective students on the College's admissions requirements, curriculum, financial aid policies, and transfer credit policies, as well as on career options within the visual arts
- Evaluate students' portfolios and provide advice on their readiness to apply; offer a plan of action for students who are not ready to apply
- Participate in Admissions reviews as part of the Admissions Committee

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; interactions with other individuals. Due to the nature of the work environment, there is regular exposure to fumes, dust and noise.

Physical: The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 20 pounds); to operate modern office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Travel by car and airline and overnight travel is required.

Vision: Must be able to have the visual capacity to perform activities such as preparing and reading reports, viewing a computer terminal and other normal office work with or without correction.

Hearing: Must be able to communicate effectively in the course of normal office communication or exchange ideas with or without correction.

The above statements are intended to describe the general nature and level of work performed by the employee assigned to this job; they do not purport to describe all functions. Employees may be assigned other duties, and the essential functions may be changed from time to time as necessary.

Required Skills

- Bachelor's degree in studio art or related field from an accredited college or university
- Minimum 2 years of experience working within an office setting

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- Strong oral and written communication skills to work effectively with staff, student and vendors, and maintain contacts/relations with high school and community college instructors and prospective students
 - Demonstrated experience in and a commitment to diversity, and the ability to establish and maintain effective working relationships within ArtCenter's diverse communities
 - Demonstrated ability to use CRM software to execute assigned tasks and manage personal workflow so as to contribute to a larger team effort
 - Effective counseling and listening skills
 - Commitment to the importance of the visual arts
 - Commitment to student service
 - Ability to be self-directed while working within a collaborative environment
 - Ability to plan, organize, and manage multiple deadlines and job duties
 - Must be able to organize and strategize recruitment activities in a timely and logical way
 - Ability to conduct research and utilize data meaningfully
 - Must have valid driver's license and reliable vehicle; use of vehicle required for local travel

Preferred Qualifications

- Master's degree in studio art or related field from an accredited college or university
- Prior experience within an educational or non-profit organization
- Prior experience working in an Admissions office

Comments

ArtCenter College of Design is committed to excellence through the establishment of a diverse faculty and staff that best represents our student body and its surrounding communities. The College considers qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Human Resources Department at (626) 396-2270.

Kind: Full Time

Level: Professional

Apply

Applications will be accepted until the position is filled. Qualified applicants should send resume with cover letter and employment application to HR@artcenter.edu and reference "Asst Director, Admissions" in the subject line.

Please visit our website for complete posting and access to our online employment application
<http://www.artcenter.edu/about/employment/assistant-director-admissions.html>

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