

Assistant Director of Admissions



Employment Status: Full time, salary

Posting Date: 11/2018

JOB SUMMARY

Reports To: Director of Admissions & Financial Aid

In collaboration with the Director of Admissions, the Assistant Director of Admissions will research and engage in opportunities for recruiting prospective students and encourage them to convert to applicants. The job involves traveling to undergraduate colleges in the U.S. and Canada to attend graduate fairs, and developing contacts with career centers, department leaders, and VCFA alumni and faculty. Additionally, the Assistant Director will create presentations for recruitment events both in person and online, follow up with prospective students and connect them to their program of interest.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Travel planning and execution and reporting
- Research and Outreach for potential recruitment opportunities
- Follow-up with prospective students and influencers
- Online Information Programs planning and execution
- Communication with Program Directors and Admissions Associates
- Other tasks related to admissions and recruitment

Qualifications:

Required skills/experience:

- Bachelor's Degree (Master's Preferred)
- Excellent interpersonal, public speaking, and communication skills
- Willingness and ability to travel 6-8 weeks in the spring and 6-8 weeks in the fall
- Strong organizational skills and ability to manage multiple tasks simultaneously
- Computer and social media savvy
- Valid driver's license

Preferred Experience:

- VCFA or other MFA Alumni
- Higher Education Graduate Admissions
- Customer Service and/or Sales

Please send your resume and cover letter or any questions you have about this opening to admissionsjob@vcfa.edu.