

**About NewSchool of Architecture & Design:** NewSchool of Architecture & Design (NewSchool) is a globally recognized and awarded design university known for its forward-thinking professors, an inspiring campus community, and top industry connections and collaboration opportunities.

**Position Summary:**

NewSchool is seeking a dynamic and experienced Director of Admissions to lead the admissions department and provide strategic leadership and effective management within the Office of Admissions. The Director works with a high degree of autonomy, but also collaborates closely with internal academic and administrative stakeholders, as well as several external constituents to support a comprehensive approach to enrollment management.

**Responsibilities:**

- Oversee processing of all admissions applications and directly evaluate a significant portion of all admissions applications to include oversight of all application decisions.
- Provide sound recommendations regarding admissions and transfer policy.
- Responsible for records management, including but not limited to transcripts, test scores, portfolio submissions, and other materials related to the admissions process.
- Maintain effective and efficient systems for file review to include mastery of CRM and SIS database systems to ensure service level agreements are met.
- Develop a variety of daily, weekly, and annual reports for executive leadership and other campus constituents.
- Manage the portfolio review and admissions committee processes.
- Participate in a variety of meetings and contribute as the primary subject matter expert for matters related to admissions.
- Counsel prospective and admitted students, as needed.
- Manage the admissions office budget.
- Actively solicit input from stakeholders, evaluate recommendations, implement changes as appropriate, and provide timely feedback on admissions policy, procedures, and/or practice.
- Assist with devising strategies for improving the balance between high demand academic programs and those with current growth potential.
- Improve admissions data collection, report generation, and data dissemination among institutional stakeholders.
- Document process changes and update admissions operations manual.
- Foster and support the ongoing development of staff by providing orientation, training, performance coaching, continuing education, and professional development opportunities.
- Conduct independent research and benchmarking on matters related to Admissions
- Perform other duties as required/assigned.

**Education & Experience:**

- Master's degree, required.
- 5-7 years of admissions or admissions-related experience working in a management/leadership role.
- Experience in an academic environment committed to the highest level of academic standards of integrity and quality.
- Experience managing direct reports and working within a matrixed organization.
- Must consistently exercise sound judgment, demonstrate ethical conduct, and have the ability to work independently and in a team setting.
- Must have ability to work under pressure in a demanding academic environment.
- Excellent communication (verbal/written), organizational, analytical, and interpersonal skills

- Ability to establish effective working procedures and systems
- Experience in establishing successful partnerships with external partners.
- Intermediate to advanced proficiency in Microsoft Word, Excel, PowerPoint, and Access; Preferred knowledge of CRM (Salesforce) and SIS (Banner).

**Reports To:** Reports directly to the President

**Supervisory Responsibility:** Yes

**Working Conditions:**

Normal office conditions. Work is performed primarily in a standard office environment but may involve exposure to moderate noise levels. Work involves operation of personal computer equipment for six to eight hours daily and includes physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

**How to Apply:**

Please submit your cover letter and resume as a single attachment when applying to [careers@newschoolarch.edu](mailto:careers@newschoolarch.edu).

***NewSchool of Architecture & Design is an equal opportunity, at will employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy, and pregnancy-related conditions, or any other characteristic protected by law.***