



## Manager of Admissions & Student Affairs

**The Manager of Admissions & Student Affairs** supports the applications, auditions, and selection of a student body of more than 600 from over 2,000 applications. The position also coordinates the student housing program and aspects of the residence life communities. The position is an integral part of a department of six whose work encompasses all facets of managing a school (recruitment, admissions, student life, financial assistance, health services) as well as community and educational programming. This position reports to the Vice President and Dean of Students.

### **QUALIFICATIONS:**

- Bachelor's degree, preferably in the performing arts field or non-profit management.
- 1 – 3 years work in arts administration; admissions experience a plus
- Strong interpersonal and communications skills (written and verbal) – particularly as applied to interactions with students and faculty
- High proficiency with Microsoft Office products: Excel, Word, and Outlook and experience with database products: Technolutions Slate and Blackbaud
- Proven ability to think creatively and strategically.
- Excellent organization skills: able to plan ahead, meet deadlines and goals while simultaneously managing multiple projects

### **RESPONSIBILITIES:**

- Collaborates with the Dean and Associate Dean to create an effective admission processes to include creation of program reports for admission committee, entering and communicating decisions to all applicants, tracking status for all admitted students, and coordinating scholarship appeals.
- Creates and maintains processes within a complex student database program. Responsible for in-depth knowledge of the functions of said software (Technolutions Slate).
- Reviews online auditions for adherence to the repertoire and recording requirements; communicates with the applicants regarding non-compliance and facilitating corrections.
- Coordinates live audition tours for the Aspen Opera Theater Center and Collaborative Piano to include contracting faculty adjudicators and arranging travel/accommodations, securing sites, hiring of monitors and pianists, scheduling of auditioning students, and budgeting/tracking all of the above
- Under the direction of the Associate Dean, manages the student housing program to include working with dorm facilities personnel on property turnover (walk-through, billing, security deposit

assessment), assigning of students to rooms, collaboration with seasonal residence life staff, preparation of all check-in / check-out paperwork

- Oversees the donor housing program: Establishes and maintains relationships with community members, connects students with their donors, works with Development and the Box Office to manage the perquisites program for housing donors
- Produces the off-campus housing listing by communicating with local community members interested in renting to music students
- Creates and manages database queries and reports used in the admission and housing processes
- Produces admissions and teacher recruitment statistics in the form of year-end reports
- Updates and issues the student exit survey; analyzes and compiles data into an annual report
- Has a presence at and manages some summer student performance opportunities and campus master classes
- In summer, acts as Student Services office manager and co-manages the Student Services interns
- Responsible for all student communication including the summer weekly newsletter
- Works with the Dean and Associate Dean to affect process improvement
- Some travel may be required

## **HOW TO APPLY**

Interested parties should email a cover letter and resume to Kathryn Sansone at [ksansone@aspenmusic.org](mailto:ksansone@aspenmusic.org)