



Manager of Enrollment and Student Benefits/Chamber Music

The Manager of Enrollment and Student Benefits/Chamber Music supports the financial assistance aspect of a busy Student Services office. In summer and in all preparations for summer, this person assumes the additional role of Manager of Chamber Music. 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).

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 – 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 Development in order to oversee all aspects of scholarship naming, student support histories, fund amounts, and restrictions; Assists in connecting donors with students
- Creates and manages database queries and exports that provide resources for the naming process as well as snapshot reports on fund allocation. Reports on funds that require deferment and advises the Dean regarding challenging allocations that require targeted recruitment
- Reviews and corrects (in a timely fashion) all applications to ensure accurate status (session, financial aid type, teacher choices, etc.) and proofs financial aid applications for completeness
- Produces enrollment demographics statistics
- Coordinates student payroll to include collection of time sheets, entering, and proofing; Tracks and reports budget updates to hiring managers
- Tracks alumni achievements and designs reporting systems for supporting Marketing and Development with P.R. and fundraising projects

- Manages the student enrollment process with accurate recording of reservation details and works with Finance on reconciliation of application fees and tuition and housing deposits; Schedules registration times and placement audition times
- Works with the Associate Dean to manage the international student visa program
- Manages the security deposit refund process, coordinating and entering any fees against the deposit
- Collaborates with the Dean and Associate Dean to organize and execute a recruitment plan to include mailing lists for catalog distribution, email advertisements, and coordination of site visits
- Advises students prior to arrival and throughout their Aspen experience, including health services. Coordinates the health service plan with area administrators.
- Manages the Aspen Chamber Music Program: Works with faculty to coordinate auditions and group assignments; Advises the budgeting of coaching compensation and scheduling of coaching sessions; Programs several recital series and tracks the mandatory performance requirements; Supervises the Chamber Music Coordinator as assistant in all chamber music-related duties; liaison to directors of enrolled chamber music programs (Finckel-Wu Han Chamber Music Studio, Aspen Contemporary Ensemble, Susan and Ford Schumann Center for Composition Studies, Brass Quintet Studies, and the Center Advanced Quartet Studies); Makes recommendations for paid gigs and special recital opportunities
- Works with the Dean and Associate Dean to affect process improvement

HOW TO APPLY

Interested parties should email a cover letter and resume to Kathryn Sansone, ksansone@aspenmusic.org