

DePauw University

Associate Director of Admission for the School of Music

Department: Admission

FLSA Status: Exempt

Grade/Level: P5

Work Schedule: Full-time, 12 months

To Apply:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1154451&d=ExternalCareerSite>

Job Status: Full Time

Reports To: Director of Recruitment

Amount of Travel

Required: Approximately 5 to 8 weeks

Positions

Supervised: Student employee(s)

Closing: June 18, 2017

POSITION SUMMARY

The Associate Director of Admission for the School of Music works collaboratively with the Dean of the School of Music, School of Music Faculty, and the Office of Enrollment Management to recruit and consistently enroll a class of entering music students in alignment with goals established by the Recruitment Coordinating Committee in consultation with the Dean. Specific tasks include developing and implementing short- and long-term recruiting strategies and tactics to increase the reach and reputation of the School of Music (SOM), creating strategies to grow the applicant pool of both vocalists and instrumentalists; coordinating, supporting, and developing the recruiting efforts of faculty; representing the SOM at recruiting events and visits to high schools throughout the country; and coordinating on-campus music admission events and auditions.

A successful candidate must be able to serve as an ambassador for the SOM and the 21st Century Musician Initiative, as well as manage the administrative tasks related to application review, correspondence, and event planning. The Associate Director of Admission will need to balance competing priorities related to building a class of highly-successful student musicians and the University's business plan.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- In consultation with the Dean, develop short- and long-term recruiting strategies and tactics for the School that will increase the reach and reputation of the SOM, and enhance the School's ability to enroll leading students from around the nation and the world.
- Work cooperatively with the Office of Enrollment Management to develop strategies and tactics to increase the applicant pool for both instrumentalists and vocalists and effectively recruit and yield top musicians.
- Work cooperatively with the Office of Enrollment Management to gather, track, and analyze data and produce report on key indicators, to be agreed upon with the Dean, in

- order to communicate weekly recruitment progress against annual goals and past performance
- Identify trends, as well as external market forces, to strategically improve recruitment efforts.
 - Manage a recruitment “territory” by closely monitoring application numbers, reviewing application documents, recommending admission decisions, conducting correspondence/communication.
 - Using Office of Enrollment Management software, maintain and grow the database of contacts that have yielded and could potentially yield prospects for the SOM
 - Serve as an ambassador for the SOM at recruiting events and by building relationships with key performing arts high schools and programs throughout the country.
 - Work closely with the SOM faculty as a group and individually to coordinate, support, and develop them to engage them in the totality of the recruiting effort, including the implementation of strategies and tactics to reach the School’s recruitment goals.
 - Provide communication guidelines to faculty to guide their interactions with prospective students.
 - In partnership with the Admission staff, develop methods of recruiting serious musicians from the College of Liberal Arts to perform in ensembles and productions in the SOM.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Diversity Oriented - Commitment to valuing a variety of different experiences, encouraging input and collaboration from campus stakeholders, including being mindful of experiences related, but not limited to: age, gender, race, ethnicity, religion, socio-economic status, LGBTQ, and/or job type.
- Interpersonal - Ability to get along well with and lead a variety of personalities and individuals.
- Relationship Building - Ability to effectively build relationships with faculty, prospects, current students, and co-workers.

SKILLS & ABILITIES

Education : Bachelor’s Degree (four year college or university). Master’s degree in music or arts administration preferred.

Experience : At least two years of related professional work and/or a proven track-record in undergraduate music admission/education or college counseling.

Computer Skills

Familiarity with computer word-processing and database management

Certificates & Licenses

Valid driver’s license

Other Requirements

- * The successful candidate must be a team player, possess strong oral and written communication skills, be able to work long hours, and be committed to the value of a music major within a liberal arts education.
- * A strong record of successful program planning experience is required.
- * Must be able to multi-task and manage multiple projects while keeping team members informed regarding progress.
- * Must have a proven track record of meeting deadlines and managing conflicting priorities.
- * Must be a self-starter and willing to “knock on doors” and “cold call” high schools and performing arts programs to develop contacts and build relationships.
- * Must be able to be effective in working with and leading faculty of a music school.
- * Weekend and evening hours will be required.

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)	Push/Pull 12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

WORK ENVIRONMENT

Normal office environment

Prepared by: _____ Date: _____
 Approval Signature: _____ Date: _____
 Approval: _____
 Approval: _____
 Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.