

Assistant Director of Admissions-Parsons Paris The New School

The Assistant Director of Admissions is a dynamic and enthusiastic professional who will work with the Senior Director of Enrollment and Admissions in Paris, and in a team environment, to recruit and manage applications of highly qualified prospective students. The Assistant Director will also represent the myriad educational offerings at The New School to the public, and manage the full range of inquiries, administrative support services, campus visits, admission activities and special events on and off campus.

The incumbent must be flexible to work weekends and evenings during high volume admission times.

Position Information

Position Availability: April 1st, 2020

Position Title: Assistant Director of Admissions

Location: Paris, France

Position Status: Experienced & Full-Time on French CDD contract with view of renewal

All applications and related materials should only be submitted through LinkedIn: Assistant Director of Admissions, Parsons Paris. *(No phone inquiries please and only candidates considered for interviews will be contacted)*

Responsibilities

- Provide information, advice, guidance, and assistance to prospective students on admission procedures using established processes and policies on available academic programs and eligibility requirements
- Review admission applications and credentials to determine eligibility
- Review transfer admission files and determine credit transfers
- Manage and field incoming communications (telephone calls and emails) from prospective students, parents, and college counselors
- Interview students if needed, conduct group information sessions, organize, and carry out campus visits
- Participate in recruitment events at high schools, college fairs, public and service organizations
- Coordinate and participate in on-campus admission events and speak publicly to individuals and groups
- Data entry, management, and creating reports, throughout the admission cycle
- Supervise student workers and Admissions Counselor
- Maintain a strong understanding and accurate account of information about the academic programs and The New School community
- Participate in the development and creation of the department's recruitment materials and communication plan

- Facilitate the enhancement and maintenance of the admission social media plan that is designed to engage prospective students, their families, and others who desire a relationship with The New School
- Serve as a liaison between the student and the community of The New School; and assist in the completion of necessary enrollment forms if necessary
- Be knowledgeable about financial aid processes
- Other duties as assigned by supervisor
- Deliver first-class service to all internal and external stakeholders
- Travel is required

Qualifications

- Bachelor's Degree required, coursework or major in arts, design, fashion, or liberal arts preferred
- Outstanding interpersonal and organizational skills
- Excellent oral and written communication skills
- Strong attention to details, proactive and willing to take initiative
- Manage time and priorities, and goal-oriented
- Sincere interest in working with diverse populations, and ability to interact well with a diverse group of faculty, staff, and students
- Facility with Microsoft Office Suite and experience with CRM or databases
- Knowledge of French preferred
- Experience and knowledge of admission application systems and advanced reporting tools preferred
- Must have currently valid and long-term permission a to work legally in France (required proof of eligibility if selected)
- Ability to travel domestically and internationally

Required Documents

- Resume/CV with references to be contacted by phone or email
- Cover Letter
- If selected, proof of eligibility to work in France

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