

POSITION DESCRIPTION

POSITION TITLE

Admission Counselor

DEPARTMENT: Admissions

REPORTS TO: Director of Student Recruitment

PAY GRADE: Salary, exempt

SCHEDULE: Full-time; year-round

POSITION DESCRIPTION: Reporting to the Director of Student Recruitment, this position will educate, recruit, select, and serve the needs of prospective students for New Hampshire Institute of Art's Bachelor of Fine Arts (BFA) degree programs. Needs to be available to work additional hours for various events; including some evenings and weekends. Travel required.

RESPONSIBILITIES:

- Conduct visual art portfolio reviews with prospective BFA students. Interview prospective students.
- Schedule and complete high school and community college visits to offer artist workshops and demonstrations, and to introduce prospective students to NHIA.
- Attend National and regional Portfolio Day events to conduct reviews and distribute NHIA materials. Attend college night, fair and mini-fair events to answer questions and distribute NHIA materials. Visit community arts organizations to conduct reviews and distribute NHIA materials.
- Develop knowledge of NHIA's campus and employees in order to lead campus tours. Be knowledgeable of all NHIA's undergraduate, graduate, and community education programs and curricula. Be knowledgeable of all NHIA services, including financial aid, student life, academic advising, career services, and residential life.
- Call and email student inquiries and applicants (and their parents) to help them learn about NHIA and complete their applications for admission. Communicate with prospective students through social media. Introduce prospective students and their families to members of NHIA's community. Encourage prospective students to apply for financial aid.
- Review BFA applications for admission and make recommendations regarding admission decisions.
- Share in scheduling and maintenance of Admission Office calendar. Share in data entry and maintenance of prospective student and art/English teacher databases.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor of Fine Arts Degree in visual art or related field.
- Ability to conduct visual art portfolio reviews with knowledge and compassion. Confidence and comfort articulating elements and principles of art and design. Ability to lead high school students in interactive artist demonstrations.

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- Strong verbal and written communication skills. Strong interpersonal skills. Exceptional customer service orientation. Confidence, comfort and ability speaking in front of groups, on the telephone, and in one-on-one interview situations.
 - Willingness to travel and access to a working automobile.
 - Enthusiasm for the creative arts. Initiative and ability to problem-solve. Eagerness to work as part of Enrollment Services team. Adaptability and a sense of humor.
 - Computer skills, including experience working with administrative software applications, including word processing, database and spreadsheet systems.
 - Requires sufficient strength and physical dexterity to perform duties and responsibilities of this job.
 - Prior experience in an Admissions office or related field.

PREFERRED QUALIFICATIONS

- Experience teaching art at the high school or college level.
- Master of Fine Arts degree in visual arts, design, or related field.

POSITION START DATE: Immediately

INSTITUTION

About the New Hampshire Institute of Art

The New Hampshire Institute of Art (NHIA) is the oldest and largest non-profit arts institution in New Hampshire, founded in 1898 and today offering undergraduate (BFA, Dual Degree BFA/MAT), graduate (MFA, MAT), and community education programs (Youth Arts, Pre-College, Community Education, and Professional Development) serving almost 2,000 students annually on two campuses in Manchester and Sharon/Peterborough, New Hampshire.

We are a tight-knit community of creative thinkers, artists, designers, writers, and art educators who use the power of our creativity to transform the community around us. We are a haven for students at every stage of their artistic journey, a place where artists can explore possibilities without fear and engage with people and experiences that will shape them and their future.

NHIA is accredited by the National Association of Schools of Art and Design (NASAD) and the New England Association of Schools and Colleges (NEASC). NHIA is also a member of the Association of Independent Colleges of Art and Design (AICAD). For more information visit www.nhia.edu.

How to Apply: NHIA seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply. Interested candidates should email a letter of interest, resume, and 3-5 references (*which will not be contacted without prior notice to the candidate*), to HR@nhia.edu. The position title must be included in the Subject line of your email. Due to the number of resumes received, only those being considered will be contacted.

