Director of Recruitment, Admissions, and Career Planning
Department of Music and Dance
College of Humanities and Fine Arts
University of Massachusetts Amherst

The Director of Recruitment/Admissions/Career Planning coordinates all recruiting, admissions, scholarship, enrollment management, and career planning activities for the University of Massachusetts Amherst Department of Music and Dance for undergraduate and graduate students. The Director also serves as the Department's primary contact with University Admissions, Financial Aid, and Career Development Services, and is responsible for establishing excellent and timely communication with these units, faculty, staff, prospective students, and parents.

Requirements:

Bachelor’s degree in Music, Arts Management, or related field with 2 years of relevant experience.

An understanding of the music discipline and musical training that enables discussion of the department and its programs effectively with prospective students and their parents as well as UMass Admissions and Financial Aid staff.

Ability to work independently and to prioritize and complete multiple complex tasks with different timetables and deadlines in a busy environment and to work as needed evenings and weekends.

Skill in building relationships, with a record of being an engaged, thoughtful, and extroverted communicator who is capable of relating effectively to a wide range of constituents, including prospective students and parents, students, faculty, staff, and alumni.

Demonstrated ability to utilize word processing, spreadsheet, and data base programs effectively and efficiently.

Evidence of an ability to work as a team member.

Outstanding written and verbal communication skills.

Preferred:

Masters degree in Music, Arts Management or related field with 1 year of experience in admissions and recruiting in higher education.

Professional Salary ranges link below:


Professional Staff Salary Administrative Program Position Level 27

On-campus applicants are defined as Amherst campus, non-student employees.

To apply provide letter of application, detailed resume, and names and contact information for three professional references to:

http://umass.interviewexchange.com/jobofferdetails.jsp?JOBID=87677

Applicants should apply by the priority deadline of August 23, 2017 to ensure consideration.

The University of Massachusetts is an Affirmative Action/Equal Opportunity Employer of women, minorities, protected veterans, and individuals with disabilities and encourages applications from these and other protected groups members.