The Director of Admissions and Recruiting coordinates all admissions, recruiting and enrollment management activities for the UMass Amherst Music Program for undergraduate and graduate students. The Director will evaluate and analyze recruiting and admissions data annually to make recommendations as required for changes in the department’s overall recruiting plan. The Director also serves as the Department’s primary contact with UMass Admissions and Financial Aid; responsible for establishing excellent and timely communication with these units, faculty, staff, prospective students and their parents.

**Minimum Required Qualifications:**

Bachelor’s Degree in Music, Arts Management or other related field and 3 years relevant professional experience.

An understanding of the music discipline and musical training in order to effectively discuss the department and its programs 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 very busy environment and work as needed evenings and weekends.

A relationship builder 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 effectively utilize word processing, spreadsheet and data base programs.

Evidence of an ability to work as a team.

Outstanding written and verbal communication skills.

**Preferred:** Bachelor’s degree in Music, Arts Management or other related field and 3 years experience in admissions and recruiting.

**Hiring salary range:** $38,000 to $47,600

**Normal starting salary:** $38,000 - $42,800

Professional Staff Salary Administrative Program Position Level 25

Applicants should apply by the priority deadline of September 15, 2016 to ensure consideration. To apply provide letter of application, resume and names and contact information for three professional references to:

http://umass.interviewexchange.com/jobofferdetails.jsp?JOBID=75615

(On campus applicants are defined as Amherst Campus non-student employees.) Use this for Interview Exchange or White Sheet.

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 group members.