

Moore College of Art and Design
Job Posting

Status: Exempt

Position: Admissions Counselor

Reports To: Dean of Admissions

Purpose: *The main purpose of this position is to recruit and enroll applicants for admission to the College. Responsibilities include calls, written correspondence, and portfolio reviews. Candidate will provide positive, efficient and effective communications with students' parents, secondary school officials and alumni.*

Moore Overview

Moore College of Art & Design is a college for women and non-binary students as well as co-educational continuing education and graduate studies. We educate artists and designers to build creative, enterprising careers of significant impact. We are a forum for big ideas, and a champion for creative expression as a means to connect local and global communities.

Mission

Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to include co-educational continuing education and graduate studies. We educate artists and designers to build creative, enterprising careers of significant impact.

We are a forum for big ideas, and a champion for creative expression as a means to connect local and global communities.

Values

- *Our founding mission of empowering women by developing their artistic ability, leadership capacity and marketable skills remains relevant.*
- *Affordable access to higher education is the doorway to a successful art and design career that creates better futures for our students and their communities.*
- *Moore's founding principles of inclusivity and opportunity are evident in our policy to admit nonbinary and trans students.*
- *Diversity can only be a strength; mutual respect and civility are expected among all Moore stakeholders. We do not tolerate racism or bias in any form.*
- *Art and design are disciplines requiring development through rigorous learning and teaching. Our commitment to continuous improvement strengthens all we do and teach.*

- *Imbuing gifted artists and designers with leadership skills will enable them to have an impact on the arts and business communities.*
- *Artists and designers are essential citizens, deeply engaged with and committed to the necessity and urgency of innovation. Artists show us beauty, hold up a mirror to ourselves, and function as the conscience and chronicler of our civilization.*
- *College should be rich with experiences; learning takes place in all interactions at Moore, and the sustained impact of a student's time at Moore is crafted by the entire community. We must do all we can to assure the health, safety and well-being of our campus community.*
- *All faculty and staff have a responsibility to model exemplary professional behavior to the students in the classroom, the studio, and in the hallways, offices and digital platforms of the college—on the campus footprint and beyond.*
- *Graduates of Moore should be proud to call the college their alma mater. We value them as members of our community and connect them with career development, networking and opportunities to collaborate with each other and the next generation of emerging artists. We encourage them to give back to the college.*

Desired Skills and Experience:

- *B.F.A. BA or Certificate in art, design or related field is required.*
- *Previous experience or strong desire to learn sales/marketing.*
- *Experience working directly with youth and families, especially youth and families who identify as queer or LGBTQIA, newcomers, first-generation immigrants, and people with diverse abilities.*
- *Must possess strong verbal and written communication skills.*
- *Familiarity with Customer Relation Management systems (CRM) and digital record keeping.*
- *Proficient in Microsoft Office Suite.*
- *Must have a valid driver's license.*
- *Ability to work nights and weekends as needed.*
- *Ability to work remotely if necessary.*
- *Interested in working within a culture of collaboration, cooperation, and accountability.*

Responsibilities:

- *Correspond with prospective students, applicants, secondary school officials, and others seeking information on admissions to the College.*
- *Answer daily admission inquiries by email, phone, text and in person.*
- *Attends on and off campus recruitment events within assigned territory.*
- *Determine admissibility of students to the College by reviewing portfolios and academic credentials.*
- *Participates with special programs and research projects as related to enrollment strategies.*
- *Ability to deliver both in-person and virtual presentations to prospective students.*
- *Ability and willingness to work evenings and weekends as necessary.*

- *Performs other related duties as assigned.*

To apply: send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: hr@moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit:* <http://moore.edu/about-moore/non-discrimination-504-titleix>