Job Title: Assistant Admissions Coordinator  
Department: Office of Graduate Admissions  
Manager’s Title: Admissions Coordinator  

Berklee College of Music is the world’s recognized leader in contemporary music education and the largest school of contemporary music in the world. Berklee’s Valencia, Spain campus delivers graduate programs, summer programs and an undergraduate curriculum for Boston campus students.

General Job Description:

We are actively seeking a full-time Assistant Admissions Coordinator to help manage the day-to-day operations of the office and to oversee the general daily workflow. The Assistant Admissions Coordinator is responsible for representing Berklee College of Music to prospective applicants of programs delivered on the Valencia campus. Some of the primary duties include:

- Represents the college and communicates appropriate information about the college to prospective students and other interested parties;

- Advises and provides students with information about the programs delivered on the Valencia campus including the admission process, eligibility requirements, tuition and/or other;

- Responds to incoming correspondence by disseminating and following-up with applicants and prospective student enquiries by phone, email, and/or in-person;

- Assists with the review of student applications and supporting materials, evaluates transcripts, and ensures that applications are complete, especially during peak periods;

- Helps maintain the student database up-to-date in order to ensure complete accuracy for reporting;
• Processes and manages student data;

• Assists in the development, maintenance, and execution of the admissions office recruitment plan with the purpose of meeting enrollment objectives;

• Works and collaborates with other key departments on campus (Marketing, Bursar, Registrar, Student Affairs, etc);

• Coordinates and conducts campus tours and organizes admissions events;

• Participates in recruitment events when necessary;

• Performs all other duties as assigned.

Qualifications:

We seek applicants who have a strong identification with the mission of the college, experience in college admissions and recruitment, a strong commitment to student service, ability to work both independently and in a team environment, and the capacity to multi-task. Applicants to the Assistant Admissions Coordinator position will also be in possession of the following:

• Bachelor’s degree required, Master’s degree preferred;

• A minimum of three years of professional experience in college Admissions required;

• Knowledge of and experience with college computer systems highly desirable;

• Demonstrated skills in establishing and maintaining effective working relationships with students, staff, and faculty;

• Ability to work effectively within an ethnic, cultural, and socially diverse student population;

• Strong interpersonal and communication skills essential;

• Positive attitude and great team spirit

• Detail oriented;

• Ability to meet a flexible work schedule, including some evenings and/or weekends;

• English fluency and a strong level of Spanish required (B2), ability to speak and communicate in other languages highly valued.
Interested candidates should submit the following documents in English to valenciajobs@berklee.edu:

- Resume
- Cover letter
- Three professional references

Please indicate the position that you are applying for in the subject line of your email.

All applicants must have the current right to work in Spain to be considered for this position.

Review of completed applications will begin on April 30, 2015 and the search will remain open until the position is filled.