

# Sotheby's INSTITUTE OF ART

## **Administrative Assistant, Admissions (part-time/temporary)**

### **About Sotheby's Institute of Art**

Founded over 45 years ago in London, Sotheby's Institute of Art is among the world's leading graduate level institutions offering graduate programs in art scholarship, connoisseurship and art business. Students learn through first-hand encounters in the art world, examination of works of art in context, and study travel. The New York Institute offers degrees in American Fine and Decorative Art, Contemporary Art and Art Business to an international student body of over 120.

**Sotheby's Institute of Art is seeking an a part-time/temporary Administrative Assistant for 8-12 months** to provide basic office support to the Global Admissions Team with support to the Library and Administrations Teams as needed.

### **Essential Duties and Responsibilities**

Specific duties and responsibilities include the following but the individual will also be expected to perform all the duties necessary, which are customarily performed by a person holding this position. Other duties may be assigned.

- Assist full time Admissions staff with various tasks including but not limited to copying, mailing, and other routine office tasks
- Assist with processing applications, follow up emails, and document tracking
- Assist with admissions events including but not limited to Open Days, Information Sessions, Auction House Tours and Global Open House
- Help speak to prospective students and applicants about Sotheby's Institute and the admissions process
- Provide general administrative support to the Admissions staff including CAMS data entry, data analysis, filing and file review

### **Qualifications and Requirements:**

- Holds a Bachelor's Degree
- Ability to use discretion, maintain confidentiality and represent the Institute in a professional manner
- Ability to monitor all programs, calendars and events in order to provide accurate information to students, faculty, staff and visitors
- Strong attention to detail and accuracy
- Must be dependable, motivated and be willing to learn new skills required for working in a small team and for working within the broader context of the Institute
- Strong IT skills, including good working knowledge of MS Word, MS Excel, and also the ability to troubleshoot basic IT problems
- Ability to organize, plan and prioritize work activity with little supervision
- Must be physically able as the job involves shelving and lifting of books
- Strong customer service skills
- Ability to be present in the office approximately 15-20 hours/week
- Ability to pass a background check

**Sotheby's Institute of Art offers a competitive salary that is based on education and experience.**

### **To Apply:**

- Email your **resume** and a **cover letter** to: [opportunities@sothebysinstitute.com](mailto:opportunities@sothebysinstitute.com)
- In the subject line of your email enter: **"Administrative Assistant, part-time"**
- Only qualified candidates should apply.

**NO RECRUITERS**

**Sotheby's Institute of Art is an Equal Opportunity Employer**

<http://www.sothebysinstitute.com>