

Sotheby's INSTITUTE OF ART

Assistant Director of Student Services (NYC)

About Sotheby's Institute of Art

Founded in 1969 by Sotheby's auction house, the [Sotheby's Institute of Art](#) (SIA) is the first and foremost graduate school for the study of art and its markets. Located in one of the most vibrant art cities of the world, Sotheby's Institute of Art-New York (SIA-NY) has been an accredited member of the National Association of Schools of Art and Design (NASAD) since 1989 and holds degree-granting authority from the Regents of the State of New York. With campuses in New York, London, and Los Angeles, the Institute continues to offer innovative and progressive academic and professional training to prepare students for exciting careers in the art market. Today, the Institute's more than 6,000 alumni hold leadership positions worldwide in auction houses, galleries, art fairs, museums, and art organizations.

About the Position

The Assistant Director of Student Services is a key member of the Student Services team and works directly with the Associate Director of Student and Academic Services to provide essential services to the student body. This includes prospective students, enrolled students, applicants and alumni. Responsibilities include information collection and tracking, compliance management, international student advising, student communication management, event management and overall general student services support.

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.

- Serve as Designated School Official in SEVIS and manage an international student advising caseload
- Manage the Curricular Practical Training (CPT) and Optional Practical Training (OPT) processes for international students
- Serve as designated Title IX Coordinator; managing all aspects of Title IX and "Enough is Enough" training implementation, programming and training, as well as incident reports to ensure compliance with NYS law
- Oversee insurance and immunization requirements and annual reporting to NYSDoH
- Serve as the point person for students with disabilities, arrange for and manage accommodations, and liaising with/advising faculty on disability services
- Assist students who require mental health assistance; including referrals to professional support when necessary

- Stay abreast of changes in accreditation and legal requirements (best practices) as they relate to student service mandates and ensure the Institute is in full compliance
- Collaborate frequently with other departments, including admissions staff to assist in the development and distribution of welcome and orientation information to incoming students
- Assist with facilitating the tracking and needs of continuing and visiting students
- Work with appropriate departments to plan, facilitate and oversee all aspects of program-related campus events such as: new student orientations, graduation, panel discussions, student socials, etc.
- Serve as the primary contact during above mentioned events including problem solving, resource allocation and promotion which will require evening and occasional weekend attendance
- Assist with annual review of the student handbook
- Attend general staff meetings and-serve on committees as assigned
- Support and embrace diversity
- Demonstrate professionalism and diplomacy in interpersonal relationships

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be present in the workplace
- Ability to work as part of a team
- Ability to work effectively in a fast-paced work environment, with competing demands and a variety of projects and levels of responsibility
- Ability to maintain a high level of professionalism and discretion
- Ability to maintain current certification in CPR and first aid
- Ability to pass a background check

Education, Work Experience and/or Licensure

- BA required, MA preferred
- Minimum of four years prior student services experience within higher education necessary
- Experience with international student advising and basic understanding of SEVIS platform strongly preferred
- Experience with Title IX compliance preferred
- Excellent organizational and administrative skills
- Strong computer skills, including Word, Excel, Outlook, Power Point

Language Skills

- Professional written and spoken English language skills are required
- Excellent public speaking skills

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
- In the subject line of your email enter: **"Assistant Director of Student Services"**
- Only qualified candidates should apply

NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity