

Sotheby's INSTITUTE OF ART

Admissions Advisor, Non-degree Programs (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

Position Purpose:

The Admissions Advisor, Non-Degree Programs will be responsible for taking a lead role in advising applicants for a diverse portfolio of Summer Programs, Online Programs and other non-degree programs. They will need to support a seamless and student-centered application and enrollment process.

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.

Recruitment

- Serve as the initial point of contact and advisor for prospects and inquiries
- Along with the Associate Director, identify, create and disseminate required informational material for prospective students and accepted students, assisting students from initial point of contact through matriculation
- Along with the Associate Director, participate in policy and procedure development
- Support the wider Admissions and Recruitment teams as needed
- Plan and attend recruitment events which may be on evenings and weekends

Admissions

- In a timely manner, advise and communicate effectively with all prospective students in the admissions funnel
- Oversee smooth functioning of the online application for non-degree applications and coordinate the processing of any necessary applications
- Maintain each prospect and student record and supporting documents in the Student Information System and Salesforce, Pardot and Engage
- Work collaboratively with Directors of all non-degree programs to ensure top quality leads are receiving timely information
- Manage and trouble shoot application processes to ensure all payments are made in an accurate and timely manner. Maintain the program's compliance with SIA policies.
- Coordinate all associated correspondence, including invoices, wire transfer forms, proof of completion letters for employers etc.
- Provide additional reports as required

Requirements

- Experience with automated database systems, including a CRM, preferably Salesforce, and Student Information Systems
- Proficient with Microsoft Office
- Ability to maintain effective working relationships with faculty, staff, students, and external contacts
- Excellent organizational skills with the ability to manage multiple tasks simultaneously
- Ability to prioritize and meet deadlines
- Strong service-orientation and a proven commitment to working with diverse populations
- Excellent communication, interpersonal, and counseling skills
- Willingness to travel and work on weekends if needed
- Demonstrate professionalism and diplomacy in interpersonal relationships
- Support and embrace diversity
- Ability to be present in the office
- Ability to pass a background check

Education, Work Experience and/or Licensure

- Bachelor's Degree
- Minimum 3 years of progressive admissions experience or related work experience
- Knowledge of and passion for the visual arts and the art world
- Experience with Online and other non-degree courses desirable

Language Skills

- Excellent oral and written communication skills in English
- Confident public speaking and presentation skills
- Foreign Language(s) considered a bonus, but not required

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: **"Admissions Advisor, Non-Degree Programs"**
- Only qualified candidates should apply

NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity