

Sotheby's INSTITUTE OF ART

Admissions and Recruitment Manager

Location:	Sotheby's Institute of Art - London
Reports to:	Director, Global Enrolment and Marketing
Contract:	Permanent
Role:	Full time
Salary:	£50,000 to £60,000

Sotheby's Institute of Art seeks to appoint a key individual to oversee daily operations of the London Admissions Office and to play a leading role in shaping the full potential of the global admissions and student recruitment strategy, and in doing so, to have a deep impact on the future of the Institute. This position is located in London and will report to the Director, Global Enrolment and Marketing in New York, working to build student numbers and awareness of the Institute amongst prospective students worldwide.

Job Summary

The Admissions and Recruitment Manager is a member of the Institute's Global Enrolment and Marketing department which is based across New York and London. This person will be committed to the highest standards of customer service and direct the office towards the goal of increasing quality applicants and building enrolment. This includes working with senior colleagues, faculty and staff in providing transparency of admissions performance via reporting and forecasting projections. It will contribute to the development of a strategic recruitment plan (with an emphasis placed in Europe and new international markets).

The incumbent will bring a progressive and proactive approach to the prospect journey with the goal of providing the best possible experience for students and outcomes for the Institute. The Admissions and Recruitment Manager will manage London admissions staff, ensuring quality and processes are maintained in the admissions and enrolment area. They will report rigorously on data and analyse trends, will organise all in-house recruitment events, and conduct virtual and onsite recruitment visits globally.

Description

This individual should be knowledgeable about the workings of the university system as well as bring an entrepreneurial and acquisition-based mindset to the more traditional sector of higher education. S/he must be able to raise the profile of the programmes fundamental characteristics as a very high quality but practical, hands-on approach, rooted in serious scholarship and accepting well-qualified students on a selective basis.

Key responsibilities

- Manage the London admissions office effectively to ensure outstanding customer service; line management of the admissions team, providing appropriate training and other development support.
- Ensure the exceptional quality of service needed to support growth in the number of applicants.
- Provide regular analysis and reports to senior management.
- Undertake analysis research and produce trend reports.

- Manage the financial assistance and financial funding process, including the evaluation of financial assistance applications, allocation of funds, advising with regards to private student funding, and the monitoring of associated budgets.
- Work in conjunction with the Registrar on a variety of admissions related issues such as scholarship process and awards, and student visa process.
- Liaise with faculty and administrative leadership.
- Ensure compliance in regards to international students and visas, admissions standards and accreditation, Office for Students registration, and other regulatory obligations.
- Collaborate with admissions colleagues in New York to ensure a holistic, global approach is being maintained across an international prospect pool and global campuses.
- Research and suggest innovative new initiatives to move prospective students through the discovery and application process.

Experience and Skills

Essential

1. Proactive sales approach / acquisition focus, attention to data, reporting, and tracking.
2. Educated to at least degree level, with solid experience in a recruitment/admissions environment, including line management responsibility.
3. Experience in sales or admissions, ideally but not necessarily in an educational or cultural environment.
4. Excellent interpersonal and communication skills.
5. Highly self-motivated, results-oriented and possess excellent managerial skills with focus on outstanding professionalism and customer service.
6. Good knowledge of European languages and culture
7. Familiarity with international student recruitment and visa compliance; national and regional issues in Higher Education.
8. Be willing to travel throughout the EU and other countries to participate in recruitment.
9. Strong computer background especially in databases, spread sheets, and reporting.
10. Exceptional written, oral and organisational skills.
11. Excellent presentation skills.
12. Ability to collaborate and maintain effective working relationships with faculty, staff, students, and external contacts.
13. Interest in the Art World/Visual Arts.
14. Experience in planning and managing events.
15. Experience with automated database systems, including a CRM (Salesforce, preferable) and Student Information System.
16. Ability to work evenings and weekends when necessary.

Updated: November 2019

Please note the following:

1. **Applicants must be eligible to work in the UK**
2. **Please submit both your CV and a covering letter for this position. The covering letter should detail your interest in this role and the relevant skills and knowledge you feel you can bring to both the role and to the Institute.**
3. **Please submit all documents to: vacancies@sothebysinstitute.com**
4. **Please state in your email where you have seen this role advertised.**

Deadline for applications is 5pm, Friday 29th November 2019