



Masters

Position Announcement

Title: Admission Associate

Reports To: Director of Enrollment Management and Director of CITYterm

Status: Full Time, Non-Exempt

Start Date: Immediate

ABOUT MASTERS:

The Masters School (www.mastersny.org) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the Tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters 7-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.

MISSION:

The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.

SUMMARY:

Reporting to the Director of Enrollment Management and the Director of CITYterm, the qualified candidate will be responsible for promoting all Masters programs including day, boarding and its semester program, CITYterm. The Admission Associate will be part of an eight-person admission team. The team works collaboratively to actively recruit and enroll a diverse community of mission-aligned day and boarding students, who will appreciate the unique culture and programmatic offerings of The Masters School. Position requires some travel and work on occasional nights and weekends.

Key Responsibilities

- Serve as point person for prospective applicants for CITYterm
- Actively recruit applicants for all Masters programs
- Work closely with Director of Enrollment Management and Director of CITYterm on inquiry and application forms, website, and brochure content
- Create copy for recruitment email blasts to send to prospective CITYterm applicants
- Prepare Member School Agreements for CITYterm member schools
- Create travel schedule for all CITYterm recruitment trips
- Present at fairs and schools for CITYterm, Masters middle school and upper school day and boarding programs
- Assist with production and implementation of on and off-campus events, including Open Houses, Revisit Days, and Home Receptions
- Maintain information on Semester School Network website and coordinate with Network on travel
- Interview applicants and read and evaluate applicant files for The Masters School and CITYterm
- Serve on Admission Committees

Preferred Qualifications

- Bachelor's degree
- Experience in independent schools as teacher or administrator, preferably with boarding and/or progressive school experience
- Ability to think strategically, critically and creatively
- Strong public speaker
- The ability to work collaboratively with other school community members
- Outstanding oral and written communication skills
- Speaks fluent Spanish and/or Chinese
- Ability to travel as needed

HOW TO APPLY:

To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, 3 references and salary requirements via email to careers@mastersny.org (Adobe® PDF format preferred) and include "Admissions Associate" in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

Background Screening: The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

The Masters School actively seeks to forward diversity through its students, faculty and programs.

The Masters School is an Equal Opportunity Employer.