

**WE ARE NEW YORK'S LAW SCHOOL**

Assistant Director for Admissions and Admissions Operations

New York Law School (NYLS) seeks an Assistant Director for Admissions and Admissions Operations who will be a key member of the Admissions and Student Financial Services Team and will report to the Associate Dean and Vice President of Enrollment Management, Student Financial Services, and Diversity, Equity, and Inclusion, as well as the Assistant Dean of Admissions. Moreover, this position will serve as a back-up for various staff members in the office. The Assistant Director will be required to attend on-campus events hosted by the Admissions and Student Financial Services Office as needed.

The Assistant Director supports the evolving strategic plan for the recruitment of highly motivated and promising

law school candidates. This position is highly operational and highly visible. The Assistant Director interacts with a very diverse law school community, which includes students, faculty, staff, alumni, applicants, and other external stakeholders. The role demands a high degree of accountability and responsiveness, which may include meetings, events, and communications outside normal business hours as needed.

Responsibilities

Application Management

- Oversee the application processing workflow, ensuring timely and accurate handling of all submitted applications.
- Monitor application statuses and follow up with applicants on missing or incomplete information.
- Assign applications to admissions committee members for review and ensure adherence to deadlines.
- Maintain accurate records of all applicants in the admissions database (e.g., Unite 2.0 and Banner SaaS), ensuring all materials are tracked and up to date.
- Communicate with prospective students regarding their application status and next steps in the admissions process.

Recruitment and Outreach

- Assist with the planning, development, and execution of recruitment strategies for the law school.
- Represent the law school at national and regional recruitment events, including law fairs, forums, and other educational conferences.
- Deliver presentations on the law school and its admissions process to prospective students and other stakeholders.
- Organize and lead information sessions, campus tours, and virtual events for prospective and admitted applicants.

Event Management

- Assist in the efforts to plan and execute events hosted by the Admissions and Student Financial Services Office, including open houses, admitted student days, and financial aid workshops.

Database and Technology Management

- Handle the technical components of the admissions process, ensuring the accuracy of data in Unite 2.0 and Banner SaaS.
- Generate reports to track recruitment, application progress, and enrollment trends.

Counseling and Applicant Support

- Provide personalized counseling to prospective students, guiding them through the admissions process and addressing any concerns related to law school applications.
- Offer advice and support to admitted students on enrollment and financial aid processes.

Requirements

- Bachelor's degree required with two to three years of admissions experience or related higher education experience.
- Strong verbal communication and presentation skills, with proven ability to communicate and present information in a professional, persuasive, and effective manner.
- Demonstrated written communication skills to create, proofread, and edit business correspondence so that it is clear, concise, and grammatically correct.
- Strong interpersonal skills, with the ability to interact with diverse individuals and groups at all organizational levels, both inside and outside of the law school.
- Computer proficiency with word processing, spreadsheets, and databases, particularly Microsoft programs.
- Ability to maintain confidential and sensitive information in a professional and respectful manner.
- Demonstrated sound judgment and strong problem-solving skills.
- Advanced organizational, time management, and process management skills.
- Knowledge and understanding of Family Education Rights and Privacy Act (FERPA) rules.
- Strong commitment to customer service and teamwork.
- Demonstrated professional demeanor and ability to use tact and diplomacy in all situations.

Compensation and Benefits

This position offers a salary range of \$75,000.00 to \$85,000.00 per year and a highly competitive benefits package.

How to Apply

Please submit a cover letter, along with your salary requirements, and résumé to Kitty Montanez, Associate Director of Human Resources, at jobs@nyls.edu.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.