



*New Mexico's only public, statewide charter high school that serves young artists with a rigorous, award-winning pre-professional arts and academics program.*

## **JOB DESCRIPTION**

**Title:** Admissions Assistant  
**Reports to:** Director of Admissions  
**Supervises:** N/A  
**Status:** Exempt  
**Effective Date:** August 1, 2018 – June 18, 2019

### **Organization Mission:**

New Mexico School for the Arts (the "School"), a statewide public high school, provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.

### **Statute:**

The School is the only public school in the state permitted to choose its students following an audition or portfolio review and based on published assessment criteria. A lottery system is not used. The primary principles underlying the student selection policy are exceptional promise, aptitude and passion for the arts.

To the greatest extent possible without jeopardizing admission standards, students shall be admitted in equal numbers from each of the State's three congressional districts.

### **Purpose of the Admissions Assistant:**

The Admissions Assistant is a key member of the recruitment and admissions team. The Admissions Assistant will work closely with the Director of Admissions to ensure that students from throughout the state have access to NMSA. The Admissions Assistant is directly responsible for building strategic relationships, conducting a variety of outreach activities and recruiting students to NMSA. In this role, the Admissions Assistant will lead and establish mission-driven programming to attract and serve a multicultural population from across the state of New Mexico with the goal of increasing the number of students and families who know about the school and number of students who apply for admission.

### **Primary Responsibilities:**

- Along with the Director of Admissions, create and implement an annual outreach & recruitment plan
- Attend relevant community meetings; participate in relevant councils, roundtables and committees

- Schedule and visit upper elementary and middle school programs as outlined in the outreach and recruitment plan
- Establish and maintain relationships with collaborative partners as well as public, private and charter schools
- Along with Director of Admissions, organize and facilitate student recruitment trips
- Along with the Director of Admissions, organize, coordinate, and participate in open houses for prospective students
- Along with the Director of Admissions, organize, coordinate, and participate in auditions for student applicants
- Establishes a clear vision and direction for the Art Institute's educational, outreach and recruitment programs
- Identify and establish new programming and outreach opportunities including school performances, master classes for students, and teaching training classes
- Work with the Director of Admissions, AI President and the Arts Chairs to develop and implement Outreach programs specific to the needs of each department and the NMSA, NMSA-AI mission
- Establish statewide relationships to draw participants from across New Mexico, ranging in age from elementary to high school, to increase applicant numbers from throughout the state
- Work with Development staff to create and produce outreach & recruitment materials
- Distribute marketing and promotional materials to schools statewide
- Work with the Director of Admissions to ensure that all processes are fiscally sound
- Serve as part of a cross-departmental/school team that creates and executes mission driven events and exhibits
- Coordinate with Marketing associate to update outreach & recruitment information on website
- Attend all admissions / outreach meetings
- Attend no less than eight NMSA student performances
- Gain an in-depth knowledge of NMSA's academics and four Arts Majors
- Track all work (travel, hours, contacts, meetings, events, etc.) using assigned software
- Create and share comprehensive reports on work completed and pending
- Other duties as assigned

### **Working Conditions, Environment and Physical Requirements:**

Performs his or her functions in a variety of environments including: NMSA- Art Institute offices, school, residential facility, and other locations

Requires weekend and evening hours; the position of Admissions Assistant is full-time

Requires statewide travel and own car

### **Job Requirements:** Core NMSA – Art Institute Employee Requirements:

- Belief in the mission of the organization
- Desire to strive for excellence in this job
- Ability to work with people of all backgrounds and ages
- Supports teamwork and collaboration
- Behaves ethically and with personal integrity

- Operates in a fiscally responsible manner
- Willingness to assist with whatever needs to get done for the success of the organization
- Professional appearance and phone manner

**Knowledge, Skills, and Abilities Required:**

- Highly organized and detail oriented
- Excellent writing and people skills
- Excellent computer skills including Microsoft Word, Excel, Google Docs, Sheets, and Calendars
- Ability to multitask
- Ability to travel statewide on a weekly basis
- Personal transportation required
- Background in the Arts and Arts programming
- Minimum BA or 3 years' experience preferred

Please send resume to [hr@nmsa-ai.org](mailto:hr@nmsa-ai.org) for consideration.