

Associate Director of Admission and Financial Aid, Academy

Interlochen Center for the Arts seeks a dynamic collaborative leader to oversee the recruitment and enrollment activities for Interlochen Arts Academy (IAA) including operations, marketing, and financial aid under the direction of the Executive Dean of Enrollment Management. The Academy enrolls ~500 students each year in grades 9 through post graduate in creative writing, comparative arts, dance, motion picture arts, music, theatre, and visual arts. The Associate Director will work with the dean of enrollment management on recruitment, marketing, and financial aid strategies that align with institutional enrollment goals, manage assistant directors, and work closely with Information Technology on the user and administrator experience throughout the enrollment cycle.

The Associate Director of Admission & Financial Aid leads the recruitment and enrollment efforts specific to Interlochen Arts Academy and is responsible for executing efficiently and successfully the many facets of the admission cycle including re-enrollment for current students. This requires working effectively with departments across campus. The Associate Director manages day to day operations with regard to all aspects of IAA admission work including, but not limited to: recruitment, marketing and communications, application and decision processing, financial aid, and reporting. This position is responsible for the IAA financial aid budget, a strategic member of the financial aid committee, communicates decisions to families, and facilitates any appeals. Working closely with the dean of enrollment management, the Associate Director will work to improve and streamline business process, execute recruitment and financial aid strategy, and successfully meet enrollment goals. The Associate Director will maintain a recruitment territory and travel is required in addition to overseeing on campus open houses and student visits.

Major Duties and Responsibilities:

- Lead the day to day operation decisions related to application and decision processing, make decisions on staff responsibilities, execute events on and off campus
- Lead recruitment and financial aid strategy execution
- Manage a large financial aid budget and be a strategic decision maker in initial offers and appeals
- Innovate processes for efficiency and maximum yield
- Meet enrollment goals
- Be a leading user of the Salesforce platform and advocate for needs in the enrollment unit
- Help guide marketing and communication efforts

Qualifications

- Bachelor's degree required, advanced degree preferred
- Five (5) years of experience in an education enrollment setting including financial aid; preferred experience with enrollment related to arts programs
- Experience working independently and managing staff
- Connection to the arts
- Experience executing superior organizational skills
- Experience with enrollment technology and reporting
- Experience working with marketing and communications

Knowledge and Skills (Required)

- Strong communication, analytical, and interpersonal skills
- Expertise in admission and enrollment systems
- Outstanding oral and written communication skills
- Strong capability to work collaboratively and collegially with a wide variety of constituents
- Strong ability to lead and motivate staff to reach goals
- Aptitude for embracing diversity in individuals, perspectives, artistic styles, and more
- Strong proactive approach to solving problems
- Ability to develop and implement a vision
- Ability to function effectively in a constantly changing environment

Application Process:

Required documents for application are: Cover letter and CV/Resume with a current listing of three references.

If interested in applying please submit an application at <http://careers.interlochen.org>.

More information about Interlochen Center for the Arts:

COMPANY DESCRIPTION

Interlochen Center for the Arts is the recipient of the National Medal of Arts and the only organization in the world that brings together: a 2,500-student summer camp program; a 500-student fine arts boarding high school; opportunities for hundreds of adults to engage in fulfilling artistic and creative programs; two 24-hour listener-supported public radio stations (classical music and news); more than 600 arts presentations annually by students, faculty and world-renowned guest artists; a global alumni base spanning eight decades, including leaders in arts and all other endeavors. For information, visit Interlochen online at www.interlochen.org.

Interlochen Center for the Arts MISSION...

To engage and inspire people worldwide through excellence in educational, artistic and cultural programs, enhancing the quality of life through the universal language of the arts.

THE CORE PURPOSE...

To ignite lifelong passion for the arts

THE CORE VALUES...

Nurturing, Inspiring, Transforming, Enlightening and Enduring

Interlochen Center for the Arts includes:

Interlochen Arts Academy

Interlochen Arts Academy, a fine arts boarding high school, offers the highest quality artistic training combined with comprehensive college-preparatory academics. The Academy also offers post-graduate opportunities.

Interlochen Arts Camp

Young artists from around the world gather at Interlochen each summer to learn, create and perform alongside leading artists and instructors. Programs are offered to students in grades three through twelve.

Interlochen College of Creative Arts

Adult artists thrive on opportunities to learn and express themselves creatively. The College of Creative Arts offers programs in a variety of arts disciplines.

Interlochen Public Radio

Classical Music: 88.7 FM, Interlochen; 88.5 FM, Mackinaw City; 94.7 FM, Traverse City and 100.9 FM, East Jordan/Charlevoix

News Radio: 91.5 FM, Traverse City; 90.1 FM, Harbor Springs/Petoskey; 89.7 FM, Manistee/Ludington
Streaming online at ipr.interlochen.org. Through two listener-supported broadcast services, Interlochen Public Radio (IPR) connects northwest Michigan with arts, news and culture on a global scale. IPR also gives significant focus to local and regional news, information and artists.

Interlochen Presents

Interlochen brings dozens of world-renowned artists to northwest Michigan, enhancing the region's position on the global arts map. Interlochen presents more than 600 events each year by students, faculty and guest artists, making Interlochen one of the nation's largest arts presenters.