Graduate Admissions Officer

New York Law School (NYLS) seeks a Graduate Admissions Officer who will serve as a vital member of the Office of Admissions and Financial Aid. The Graduate Admissions Officer is integral to NYLS’s overall admissions and enrollment management efforts. The Officer assists in the recruitment and counseling of prospective and admitted students, aids in all Admissions communications efforts, and manages all on-campus Admissions events. This is an entry-level position.

**Principle responsibilities**

- Talk to prospective students about the law school admissions process and about NYLS.
- Lead and manage information sessions and tours for prospective and admitted applicants.
- Counsel and communicate extensively with prospective and admitted students.
- Collaborate with the Office of Marketing and Communications on social media and other external communications.
- Assist with managing internal and external communications plans for the office.
- Assist with managing components of event planning for the office.
- Assist with the office’s research on professional development and diversity initiatives.

**Special education/experience and other requirements**

- Bachelor’s degree from an accredited institution
- J.D. from an accredited institution
- Strong oral communication and presentation skills, including the ability to communicate about NYLS in a positive, professional, persuasive, and effective manner
- Demonstrated written communications skills, including the ability to create, prepare, edit, and proofread clear, concise, and grammatically correct business correspondence
- Ability to maintain confidential and sensitive information in a professional and respectful manner, including understanding of FERPA rules
- Professional appearance and demeanor, ability to use tact, and diplomacy
- Strong interpersonal skills, including the ability to interact with diverse individuals and groups at all organizational levels, both inside and outside the School
- Strong commitment to customer service and teamwork
- Demonstrated sound judgment and problem-solving skills
- Advanced organizational, time management, and process management skills
- Demonstrated computer proficiency in Microsoft Suite
- Ability to travel occasionally, including overnight and out of state, and the ability to work evenings and weekends as needed

The desired candidate will have knowledge of higher education marketing trends at the graduate professional school level and knowledge of student recruitment and retention issues at the graduate degree level.
How to Apply
Send a cover letter, resume, and completed job application to jobs@nyls.edu. The application may be obtained at www.nyls.edu. Visit About the School, and select Employment Opportunities at NYLS, then New York Law School Employment Application. For questions, please contact Kitty Montanez, Associate Director of Human Resources, at Kitty.Montanez@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 1,000 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