



WE ARE NEW YORK'S LAW SCHOOL

Admissions Counselor

New York Law School (NYLS) seeks a dynamic Admissions Counselor who will be a key member of the Admissions and Financial Aid Team. This position is primarily responsible for supporting all aspects of admissions, including marketing, recruiting, and event planning. The Admissions Counselor will assist the Associate Dean in implementing a strategic plan for the recruitment of highly motivated, desirable candidates whose personal goals and objectives align with NYLS's mission.

This position will report to the Associate Dean of Enrollment Management, Financial Aid, and Diversity Initiatives.

Responsibilities

- Host prospective students on campus and virtually, including counseling and tours.
- Assist in outreach and communications to prospective and admitted students.
- Assist with prospective information sessions and admitted student yield events for both the full- and part-time J.D. programs.
- Train and supervise the participation of NYLS Student Ambassadors.
- Represent NYLS nationwide at law forums, law school fairs, and other events.

Requirements

- Strong verbal communication and presentation skills, with proven ability to communicate and present positive information about NYLS in a professional, persuasive, and effective manner.
- Demonstrated written communication skills to create, proofread, and edit clear and concise, grammatically correct business correspondence.
- Ability to maintain confidential and sensitive information in a professional and respectful manner.
- Knowledge and understanding of FERPA (Family Educational Rights and Privacy Act) rules.
- Professional appearance and demeanor; tact and diplomacy.
- Strong interpersonal skills, with the ability to interact with diverse individuals and groups at all organizational levels, both inside and outside of the School.
- Strong commitment to customer service and teamwork.
- Demonstrated sound judgment and strong problem-solving skills.
- Advanced organizational, time management, and process management skills.

- Demonstrated computer experience in Word processing, Excel spreadsheets, and databases preferably in Microsoft Office Suite.
- Ability to travel, including overnight and out of state, and the ability to work evenings and weekends.
- Preferred: Advanced degree from an accredited institution.

Compensation

NYLS offers a comprehensive compensation and benefits package.

How to Apply

Please submit the following (in PDF format) to jobs@nyls.edu:

- Resume
- Cover letter
- Salary requirements

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, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.