Admissions Counselor

New York Law School (NYLS) is seeking a dynamic Admissions Counselor who will be a key member of the Admissions and Student Financial Services 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 designing and implementing the strategic plan for the recruitment of highly motivated, desirable law school candidates whose professional goals and objectives are in alignment with the mission of New York Law School.

This position will report to the Associate Dean of Enrollment Management, Student Financial Services, and Institutional Diversity, Equity, and Inclusion, and to the Assistant Dean of Admissions.

Responsibilities

- Host prospective students, on campus and virtually
- Provide admissions counseling and tours of the campus to prospective and admitted students and their families
- Implement the communications strategy, using various platforms for outreach to prospective and admitted students
- Co-host information sessions and admitted student yield events for both the full and part-time programs
- Process applications, including follow-up when needed, for both the J.D. and LL.M. programs
- Answer telephone phone calls and emails which solicit information regarding the law school and the application process
- Solicit and supervise the participation of NYLS Student Ambassadors in Admissions projects and events
- Represent NYLS nationwide at Law Forums, Law School Fairs, and other events
- Support the Associate and Assistant Deans and work in a team environment as needed

Requirements

- Bachelor’s degree required with two to four years of admissions experience or related higher education experience
- Strong verbal communication and presentation skills, with the 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 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 School
- Demonstrated computer experience in word processing, excel spreadsheets, and databases, preferably in Microsoft Office Suite
- Ability to maintain confidential and sensitive information in a professional and respectful manner
- Demonstrated sound judgment, discretion, and strong problem-solving skills
- Advanced organizational, time management, and process management skills
- Knowledge and understanding of Family Educational Rights and Privacy Act (FERPA) rules
- Strong commitment to customer service and teamwork
• Professional appearance and demeanor, and the ability to use tact and diplomacy
• Ability to travel, including overnight and out of state, and the ability to work on occasional evenings and weekends. Valid driver’s license is required.

Compensation
This position offers a salary range $60,000 to $70,000 and benefits package.

How to Apply
Please submit a cover letter 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.