

**WE ARE NEW YORK'S LAW SCHOOL****Graduate Admissions Recruiter****Full-Time, Temporary Position: 11 Week Assignment, September 5, 2023 through November 17, 2023)**

New York Law School (NYLS), located in the heart of Tribeca, seeks a temporary Graduate Admissions Recruiter who will work with the Office of Admissions and Student Financial Services to assist in the recruitment of prospective law students. During the fall semester, the Graduate Admissions Recruiter will effectively and enthusiastically convey information to prospective applicants at on- and off-campus recruiting events. The Graduate Admissions Recruiter will be knowledgeable and helpful in answering questions that relate to the School's academic programs, admission requirements, student life, and career services. In addition, the Graduate Admissions Recruiter will be responsible for visiting and presenting to a variety of college-level classes and student organizations as well as sending follow-up written correspondence with those in contact while traveling. The Graduate Admissions Recruiter will be responsible for making their own travel arrangements and documenting all expenses to submit for reimbursement. Additionally, the Graduate Admissions Recruiter may assist in conducting campus tours and other office administrative duties as assigned.

Responsibilities

- Travel to admissions recruiting events and represent New York Law School to prospective students
- Advise prospective students about the law school admissions process and speak about the law school experience
- Lead and conduct information sessions and tours for prospective and admitted students
- Counsel and communicate extensively with prospective and admitted students
- Collaborate with the NYLS Office of Marketing and Communications on social media efforts and external communications
- Assist with managing both internal and external communications plan for the Office of Admissions and Student Financial Services
- Assist with managing components of event planning for the Office of Admissions and Student Financial Services
- Assist the Associate Dean and Vice President for Enrollment Management, Student Financial Services, and Institutional Diversity, Equity, and Inclusion with research on professional development and diversity initiatives

Requirements

- Graduated from New York Law School
- Strong verbal communication and presentation skills, with the proven ability to communicate and present positive information about New York Law School 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
- Ability to maintain confidential and sensitive information in a professional and respectful manner
- Knowledge and understanding of Family Educational Rights and Privacy Act (FERPA) rules

- Professional appearance and demeanor, with the ability to use 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 law school
- Strong commitment to customer service and teamwork
- Awareness and sensitivity to the needs of diverse and multicultural constituencies and interest and aptitude in working within a diverse community
- Demonstrated sound judgment and strong problem-solving skills
- Advance organizational, time management, and process management skills
- Demonstrated computer proficiency in Microsoft Office suite, including Word, Excel, and PowerPoint
- 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.

This is a temporary position with assignment scheduled to begin on September 5 and end on November 17, 2023.

Compensation

The total compensation for this assignment is \$12,474.

How to Apply

For immediate consideration, please send your cover letter and résumé to 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.