

Position Vacancy Announcement

COORDINATOR OF UNDERGRADUATE MUSIC ADMISSIONS Undergraduate Admissions and the College of Musical Arts

Bowling Green State University

Position Summary

The primary duties of this position are to develop, execute, assess and refine a comprehensive strategic plan for the recruitment of outstanding undergraduate music students in a vibrant college of music with approximately 500 majors. Responsibilities include implementing recruitment initiatives with college faculty and administration, working with public events office to develop a marketing plan, connecting with alumni and music educators, and coordinating the enrollment of music students in collaboration with university admissions, financial aid and student housing.

Essential Duties, Tasks and Responsibilities

- Direct report to the Dean of the College of Musical Arts and serve as member of college administrative team
- Coordinate all undergraduate student recruitment programs in the College of Musical Arts
- Liaison with Undergraduate Admissions, College of Musical Arts Public Events, University Housing, and Financial Aid
- Represent the College of Musical Arts through visits with prospective students
- Serve as official College of Musical Arts representative at recruitment functions, including local, regional, and national events which may require limited travel beyond traditional office hours
- Supervise graduate assistants and support staff, and management of music scholarship allocations to incoming students
- Direct the Music Community in Batchelder Residence Hall
- Perform other essential duties as assigned by the Dean of the College of Musical Arts

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

Knowledge of our college entrance requirements and curriculum, recruitment activities, programs/opportunities for student participants in our programs not pursuing music degrees, ability to manage time and delegate to supporting personnel.

Minimum Qualifications:

Bachelor's degree, preferably in Music Education, Music Performance, Business, Marketing, Communications or other closely related field.

The following experience is required:

- 1-2 years in order to understand logistical calendar flow related to audition process and recruitment activities.

Salary:

Full-time, Administrative staff position available. Administrative Grade Level 353. Salary is commensurate with education and experience. Full benefit package available.

To Apply

For a complete job description & instructions on how to apply for this position visit <https://bgsu.hiretouch.com/> or contact the Office of Human Resources at (419) 372-8421. BGSU. AA/EEO/Disabilities/Veterans. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Bowling Green State University, please call 419-372-8421.