



BERKLEE COLLEGE OF MUSIC – Valencia Campus

Position Description

Job Title: Admissions and Enrollment Technology Assistant (full-time position)

Department: Enrollment

Desired Start Date: Mid-January 2019

Managers' Title: Admissions and Scholarships Manager, and Enrollment Technology Manager

Berklee College of Music is the world's recognized leader in contemporary music education and the largest school of contemporary music in the world. Berklee's Valencia, Spain campus delivers graduate programs, summer programs and an undergraduate curriculum for Boston campus students.

General Job Description:

Under the general supervision of the Admissions and Scholarships Manager, and the Enrollment Technology Manager, the Admissions and Enrollment Technology Assistant will help administer the day-to-day operations of the Admissions and the Enrollment Technology office. The Admissions and Enrollment Technology Assistant is responsible for representing Berklee College of Music to prospective applicants of all programs delivered on the Valencia campus and to provide support on necessary enrollment technology areas. Some of the primary duties include:

- Represents the college and communicates appropriate information about the college to prospective students and other interested parties;
- Advises and is knowledgeable about Berklee programs delivered on the Valencia campus, including admission process, eligibility requirements, tuition and/or other;
- Responds to incoming correspondence and does follow-up with applicants and prospective student inquiries by phone, email, and/or in-person;
- Assists with the review of applicant supporting materials, evaluates transcripts and ensures that applications are complete, especially during peak periods;
- Processes and manages student data, maintains current database, and ensures complete accuracy for reporting;
- Processes data maintenance projects as needed by Enrollment Technology;
- Help with different reports and data needed by the Enrollment Technology area;
- Conducts campus tours and assists with organizing admissions events;
- Participates in recruitment events when necessary;
- Performs all other duties as assigned.

Qualifications:

We seek applicants who have a strong identification with the mission of the college, experience in college admissions, data processing, and recruitment, a strong commitment to student service, ability to work both independently and in a team environment, and the capacity to multitask. Applicants to the Admissions and Enrollment Technology Assistant position will also be in possession of the following:

- Bachelor's degree required;
- A minimum of six months of professional experience in college Admissions or in customer service jobs required;



BERKLEE COLLEGE OF MUSIC – Valencia Campus

Position Description

- Knowledge of and experience with college computer systems and data processing;
- Knowledge of Salesforce or other CRM systems not required but desirable;
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, and faculty;
- Ability to work effectively within an ethnic, cultural, and socially diverse student population;
- Strong interpersonal and communication skills essential;
- Positive attitude and great team spirit
- Detail oriented;
- Ability to meet a flexible work schedule, including some evenings and/or weekends;
- English fluency and a strong level of Spanish required (B2), the ability to speak and communicate in other languages highly valued.

Interested candidates should submit the following documents in English to pvicente1@berklee.edu

- Resume
- Cover letter
- Able to provide professional reference

Please indicate the position that you are applying for in the subject line of your email.

All applicants must have the current right to work in Spain to be considered for this position.