



## **Admissions Assistant – Staff-Artist Position**

One year position

Proposed start date: June 23, 2017

Required: cover letter, resume/CV, and work sample

### **Job Description**

The VSC Admissions Assistant is responsible for assisting with the efficient and professional operation of all internal aspects of the VSC Admissions Office. The Admissions Assistant performs a variety of data entry and management duties in support of the VSC Admissions Office, including working with application in the Salesforce Database and SlideRoom online application program; assisting in all annual application juries (3 annual fellowship juries plus occasional special program deadlines); performing data entry tasks; and answering phones, assisting residents, and performing general office duties.

This is a one-year, live-in, 29-hours per week staff-artist position. Compensation includes private room, studio, meals, access to Visiting Artists & Writers, a stipend of \$200 per week, paid holidays, sick days, and two weeks (60 hours) of vacation time. The Admissions Assistant reports to the Program Director and works directly with the Admissions Manager as well as the rest of the front-office Admissions team.

Like all VSC Staff-Artists, the Admissions Assistant must be available to answer questions, maintain a comfortable and appropriate working atmosphere, and foster high morale among the residents at VSC.

The Admissions Assistant keeps regular office hours as part of the overall VSC administrative operation.

### **Major Duties:**

- Work with Admissions Manager to process applications, including importing files, data entry, e-mail, printing and copying letters, compiling acceptance packets and other communications
- Assist with organizing 3+ fellowship jury reviews, including visual arts jury through SlideRoom, supporting jurors and tracking and managing scoring systems
- Coordinate application imports with the Database Administrator
- Manage applicant communications lifecycle from application decision through enrollment/cancellation
- Manage confidential resident and alumni records and files
- Assist with training, oversight, and task assignment for office work-exchange
- Assist in responding to email, telephone, and in-person inquiries regarding the application process and residency program
- Assist Admissions Manager with updating and compiling outreach lists for marketing/publicizing special fellowship award opportunities

- Assisting in VSC's 24/7 needs by serving as a resident liaison particularly during meal times and at evening program events.
- Participating in the bi-weekly VSC changeover process, by which incoming and outgoing residents are delivered to the airport or train station, and, in the case of the incoming residents, oriented to VSC with tours and information packets.
- Performs other duties as necessary

**Major skills:**

- Fluency with a variety of technologies and tools, particularly:
  - Database/CRM software (Salesforce or similar)
  - Online Application Software (SlideRoom or similar)
  - Standard office applications including MS Office, Google Apps, etc.
  - Ability to learn other digital systems/programs as needed
- Ability to communicate in a clear and friendly manner while assisting with phone, e-mail, and in-person inquiries from applicants and incoming/current residents
- Ability to work as part of a team with varying communication styles
- Ability to operate general office equipment including printers, copier/scanners, and postage meter
- Attention to detail while working within a busy office environment

**Eagerness to participate in VSC's diverse community and think creatively and hospitably on behalf of VSC and the artists and writers it supports is an essential part of the position.**

All candidates must possess a valid driver's license and safe driving record.

Preferred start date in late June 2017. Application review begins immediately; position open until filled. Applications accepted online via SlideRoom (<https://vsc.slideroom.com/-/permalink/program/34062/hbDMDY4ztn>); applicants must include a cover letter outlining relevant experience, a professional resume/CV, and a sample of creative work.