



KENTUCKY COLLEGE OF
ART + DESIGN AT
SPALDING UNIVERSITY

Admissions Counselor for Kentucky College of Art + Design JOB POSTING

ABOUT KENTUCKY COLLEGE OF ART + DESIGN AT SPALDING UNIVERSITY:

The Kentucky College of Art + Design at Spalding University began in 2009 with the vision to build one of the top art schools in the nation. Students in the KyCAD program can receive a Bachelor of Fine Arts (BFA) in Studio Art from Spalding University. KyCAD offers students five areas of study from which to choose as they pursue the BFA in Studio Art: Digital Media, General Fine Arts, Graphic Design, Interdisciplinary Sculpture, and Painting and Drawing. KyCAD also offers concentrations in pre-art therapy and illustration. Since its founding, KyCAD has seen its enrollment grow to 130 students, and as a result has expanded its program faculty from seven to 13 members.

POSITION:

KyCAD Admissions Counselor

DEPARTMENT:

KyCAD Admissions

REPORTS TO:

Associate Director of Admissions for Kentucky College of Art + Design

CLASSIFICATION:

Salaried, Non-Exempt. Full-time.

JOB SUMMARY:

The Admissions Counselor is a member of the Admissions team for the Kentucky College of Art + Design at Spalding University and reports to the Associate Director of Admissions. The Admissions Counselor participates in the execution of recruitment activities including successful territory management of assigned schools. The Associate Director, with counselor input, assigns the recruitment territories. Activities include: Representing KyCAD at high schools, college fairs, and portfolio days, conducting on campus interviews and tours, reviewing portfolios of visual art, and maintaining regular communication with prospective students and their families about the application process. Requires ability to travel independently both regionally and nationally. Employee must be able to work a flexible schedule (evenings/weekends), especially during peak recruiting and enrollment periods.

ESSENTIAL FUNCTIONS:

- Implement recruitment strategies as outlined in the Admissions Recruitment Plan including assigned high school visits, portfolio review days and associated on-campus events.



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- Attend college fairs and other recruitment events and provide information about KyCAD.
- Schedule and lead classroom presentations in assigned territory.
- Maintain active contact with prospective students from inquiry to enrollment.
- Maintain a schedule that incorporates a mixture of recruitment travel and on-campus visits and departmental meetings as appropriate.
- Report results from recruitment visits, tours, and events to supervisor in a timely manner.
- Analyze demographic data to assess recruiting outcomes.
- Assist in the execution of recruitment events in conjunction with the goals and objectives of the Office of Admissions and KyCAD.
- Advise students and families with thorough knowledge of Spalding and KyCAD's admission requirements, financial aid and scholarship information, residence life, etc.
- Review applicant files and visual art portfolios.
- Promote and support the missions and visions of both KyCAD and Spalding University.
- Create a working environment that is respectful and inclusive of the diverse backgrounds of students, faculty and staff.
- Abide by University policies, procedures and compliance guidelines
- Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job requires a valid driver's license.

Education and/or Experience:

- Bachelor's degree required; BA or BFA in visual art or art-related field strongly preferred.
- Experience in higher education, recruitment or sales preferred, but not required.
- Requires a solid knowledge of Microsoft Office Applications including Excel and Word.
- Ability to use technology effectively and appropriately.
- Requires effective interpersonal, oral, and written communication skills.
- Requires effective relationship building skills with a variety of constituents.
- Ability to maintain confidentiality in matters relating to student privacy and release of information.



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WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Environment:

Work is performed primarily in an office setting. Employee must be able to work in an environment characterized by occasional interruptions and fluctuating workloads with minimal direct supervision.

Physical:

Sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift and carry items weighing up to 25 pounds; to operate a desktop or laptop computer that requires repetitive hand movement and the use of a computer keyboard.

CONTACT:

Please submit electronically your resume and cover letter to:

Yolanda Peterson, Human Resources Coordinator

Spalding University | 845 S. Third St. | Louisville, KY 40203

ypeterson@spalding.edu