

One-Year Certificate Program Manager International Center of Photography

Direct Link: <https://www.AcademicKeys.com/r?job=228791>

Downloaded On: May. 9, 2024 9:57am

Posted Jan. 17, 2024, set to expire May 11, 2024

Job Title One-Year Certificate Program Manager
Department Education
Institution International Center of Photography
New York City, New York

Date Posted Jan. 17, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Public Relations/Marketing
Business & Administration
Admissions/Financial Aid
Administration - Academic Unit

Apply Online Here <https://www.click2apply.net/jXgjqBcV7MEI8iGQXSd1Qy>

Apply By Email

Job Description

Department: Education

Schedule: Full-time

Reports to: Director of Education

FLSA: Exempt

The International Center of Photography (ICP) is the world's leading institution dedicated to photography and visual culture. Through our exhibitions, education, public programs, and community

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outreach, we offer an open forum for dialogue about the power of the image. Since our founding in 1974, we have presented more than 700 exhibitions and offered thousands of classes, providing instruction at every level. Our new integrated center on the Lower East Side reunites our school and museum in one space to become the cultural anchor of Essex Crossing.

Position Summary:

Highly-visible administrative/supervisory position is responsible for coordinating the overall organization, recruitment, and administration of the One-Year Certificate (OYC) Program at the School of the International Center of Photography. Emphasis on admission-related matters will include planning and developing strategies, together with management, for the OYC Program and overseeing of recruitment goals. Supervisory responsibilities include oversight and support of the OYC program staff. Job requires daily interaction with students, faculty, and education staff.

Essential Functions and Duties:

Recruitment - 40%

- Oversee recruitment and admissions for the OYC program in association with the Dean & Deputy Director of the School, the International Student Advisor, and the Marketing Department by scheduling and executing program information sessions, routinely evaluating application submission progress, and communicating with prospective students.
- Oversees the student matriculation process from admittance to orientation for the OYC programs in association with the International Student Advisor and the Full-Time Programs Coordinator.
- Provide analytics and reports on the program as required by the school leadership, including application data, enrollment metrics, and financial reports.
- Respond to basic inquiries about the programs from prospective students and the general public - in person, over the telephone, and by email.
- Organize OYC recruitment events, including Open Houses and Online Information Sessions.

Financial - 30%

- Supports the finance department in the tuition billing process and helps ensure the accuracy of students' tuition and fee accounts.
- Together with the Director of Education, oversee the implementation of tuition payment plans.

General - 30%

- Oversee all aspects of student course registration (Fall, January Intersession, and Spring) in

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conjunction with the Chairs and the Full-Time Programs Coordinator.

- Oversees the ongoing OYC program's affiliate school partnerships. Conducts outreach and coordinates the administrative aspects of the partnership.
- Stay informed of policy and procedures as related to the Department of Homeland Security's Student and Exchange Visitor Information (SEVIS)
- Oversee distribution of official student documents such as tuition agreements, student/alumni IDs, the OYC Student Handbook, and the year-end graduation certificates.
- Coordinate work-study program for all full-time students in association with the Full-Time Programs Coordinator and Human Resources.
- Administer the annual ICP Scholarships and Director Fellowships procedures in conjunction with the ICP Scholarship Committee.
- Maintain all student matriculation and graduation data, files, and records
- Supervise all events/activities and logistics for the One-Year Certificate Program, including Student Orientation, Welcome Day, Commencement, and Student Exhibition in association with the Full-Time Programs Coordinator
- Oversee and coordinate all program-specific communication to OYC faculty and students
- Maintain active correspondence with matriculated students via email regarding upcoming events, important reminders, and other relevant information
- Other administrative responsibilities as required (such as copying, filing, etc.)

Supervisory Responsibilities:

- Oversee and supervise the International Student Advisor and Full-Time Program Coordinator.

Preferred Qualifications:

ICP is committed to equal-opportunity employment. We believe that diversity, equity, and inclusion are values that are integral to offering an open forum for dialogue around photography and visual culture that is open to all. Through this lens, we hope to engage, educate, and inspire our visitors, students, and the community at large. We welcome candidates from diverse backgrounds and look forward to receiving your application.

Education Qualifications:

- Bachelor's degree preferred
- 3 + years of office and administration experience, preferably in an educational environment

Experience Qualifications:

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- Strong computer skills - Microsoft Office Suite (advanced Excel and Access skills preferred), ACEware (or similar database program)
- Strong organizational and time management skills
- Must be detail-oriented with excellent follow-through
- Ability to prioritize and multi-task
- Excellent verbal and written communication skills
- Must have a commitment to providing superior service to students
- Ability to work well in a fast-paced environment
- Ability to work as an active team member as well as independently
- Multiple language skills helpful
- Knowledge of photography -- aesthetics, history, and craft -- preferred

Additional Competency Requirement (Specific Knowledge, Skills, and Abilities)

- Strong organization skills
- Excellent written and verbal communication skills
- Understanding of curriculum development
- Sound knowledge of art, art history, and photography - aesthetics, history, and craft
- Must be able to lead and support a diverse and dynamic faculty and student body
- Ability to work collaboratively
- A strong desire to make the rewards of artistic expression accessible to diverse audiences
- Must be a high-energy, enthusiastic, and creative thinker

Working Conditions:

Physical Demands:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee is occasionally required to stand and use hands to finger or handle or feel and reach with hands and arms.

Special Environmental Factors: (Nature of the work environment)

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- The employee is required to work in the general public environment (face-to-face contact with the public).
- The employee is required to work in a cramped work environment.
- The employee might be required to work remotely or both in-person and online. ICP provides its staff with a generous benefits package featuring medical, dental, life insurance, short- and long-term disability, pre-tax transit and flexible spending programs, and a 403(b) pension plan.

Compensation and Benefits

- Salary will be competitive and commensurate with experience.
- ICP provides its staff with a generous benefits package featuring medical, dental, life insurance, short- and long-term disability, pre-tax transit and flexible spending programs, and 403(b) pension plan.

How to Apply

- Please submit a resume and cover letter. Applications without a cover letter will not be considered

By submitting your application, you are agreeing to receive periodic emails from ICP regarding its programs, and exhibitions.

PI235160229

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Art Rios
Education
International Center of Photography

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