



POSITION ANNOUNCEMENT

Admissions Counselor (Full-Time)

The Milwaukee Institute of Art & Design (MIAD) seeks candidates for a full-time Admissions Counselor to join our team with an anticipated start date in October.

The Admissions Counselor participates in the execution of recruitment activities, including successful management of assigned territories. Responsibilities include representing the College at high schools, college fairs, and portfolio days; conducting on-campus interviews and tours; reviewing portfolios of visual art; and timely processing of inquiry/applicant data. This role requires independent regional and national travel, as well as evening and weekend work.

Key Responsibilities:

1. Implement recruitment strategies as outlined in the Admissions Recruitment Plan in assigned geographic territories, including high school visits, college fairs, national portfolio days, and events.
2. Manage territories for funnel recruitment through college information presentations at on- and off-campus events and through campus tours.
3. Assist all prospective students and families throughout the admissions process.
4. Serve on enrollment and scholarship committees.
5. Analyze data related to recruitment, enrollment projections, travel, funnel management, special events, and professional development.
6. Manage and maintain accurate records of all communications with prospective students, high school/community college faculty, school visits, and recruitment territories, ensuring that all applicant interactions and notes are logged in the Admissions system.
7. Assist in the execution of special events in conjunction with the goals and objectives of the Office of Admissions and the college's enrollment strategy.
8. Advise students and families with thorough knowledge of the college's admission requirements, financial aid and scholarship information, and residence life.
9. Conduct follow-up with prospective students at all stages of the admissions funnel via phone, email, and campus visits. Ensure all communications are logged in the Admissions system.
10. Review admissions applications, evaluate applicants, and make admission recommendations to the Director of Admissions.
11. Routinely engage faculty, enrolled students, and staff to ensure that all admissions information is current and accurate.
12. Foster a professional, collaborative working environment that values mutual respect among students, faculty, and staff.
13. Other duties as assigned.

Required Qualifications and 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.

- Proficiency with Microsoft Excel, Word, PowerPoint, email, Internet use, and social media management.
- Comfort with managing applications through the CRM system.
- Demonstrated commitment to excellent customer service, with a welcoming and proactive approach to answering questions and providing support.
- Strong communication skills, with the ability to express ideas clearly and concisely both verbally and in writing.

Skills, Knowledge and Abilities:

- Strong interpersonal skills to effectively engage prospective students and families.
- High level of integrity and professionalism.
- Strong organizational skills, with the ability to prioritize tasks, manage multiple projects, and meet deadlines.
- Ability to recognize and protect confidential information in accordance with FERPA, exercising judgment, tact, and diplomacy in handling sensitive information.
- Ability to travel via multiple forms of transportation; must hold a valid driver's license and access to a reliable vehicle required.

Application Process and Deadline:

Qualified applicants should submit the following information in **one (1) pdf** document via email to: **admissions_jobs_group@miad.edu**

Please save the file in the following manner: [LastName_FirstName_admissionscounselor.pdf].

- ✓ Letter of interest/cover letter
- ✓ Résumé
- ✓ Three (3) professional references (names and contact information)

Initial review of applicants will occur October 6, 2025, and will continue until the position has been filled.

MIAD offers an attractive benefits package, including health, vision, and dental insurance.

All final candidates must successfully complete reference and background checks. Only pending charges or convictions that are substantially related to the position being considered will be taken into account during the employment decision-making process. Conviction records that are not substantially related to the position or to campus safety will not be considered in hiring decisions.

About MIAD: For over 50 years, the **Milwaukee Institute of Art & Design (MIAD)** has provided a transformative creative education, igniting curiosity through art, design, and service. As Wisconsin's leading private, nonprofit art and design college, MIAD prepares students for diverse, fulfilling, and financially rewarding careers through innovative, entrepreneurial thinking in a student-focused community.

Today, MIAD enrolls over 800 students annually in its nationally ranked BFA programs, including Communication Design, Illustration, Animation Track (Illustration), Product Design, Fashion and Apparel Design, Fine Art + New Studio Practice, and Interior Architecture and Design. Student enrollment has grown 40% in the past decade, with a strong emphasis on innovation, empathy, and community engagement.

Beyond the classroom, MIAD fosters cultural experiences and community impact through robust youth programs, nonprofit partnerships, and corporate collaborations, strengthening Milwaukee's creative economy.

Looking forward, MIAD remains a dynamic educational and creative force, addressing broad societal needs through action, intention, and expression.

MIAD is committed to a teaching, learning, and working environment free from all forms of discrimination and harassment. The college prohibits students, employees, contractors, volunteers, and visitors from engaging in discrimination and harassment based on any individual's age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity, gender expression, genetic information, religion, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off MIAD premises during nonworking hours, and any other legally protected characteristic. This prohibition applies to all of MIAD's educational programs and activities—including admissions—as well as all employment actions, including but not limited to recruiting, hiring, promotion, demotion, compensation, and benefits.