POSITION ANNOUNCEMENT
DIRECTOR OF ADMISSIONS & RECRUITMENT
Effective August 1, 2006

RESPONSIBILITIES: The Director of Admissions and Recruitment works closely with the graduate and undergraduate deans and faculty in formulating, developing, and implementing recruitment and enrollment policies and strategies; works in conjunction with the University of Miami Office of Undergraduate Admissions; actively participates in all recruitment programs, including NACAC Performing and Visual Arts College Fairs, music conventions, summer music festivals and University of Miami admissions events; coordinates on-campus, regional and international auditions; is responsible for all recruitment-related publications and advertising for the School; evaluates applications and in consultation with faculty, determines eligibility of candidates for undergraduate admission. Concentrated seasonal travel required.

QUALIFICATIONS: The candidate must hold a bachelor’s degree in music. Must possess strong interpersonal, organizational, and communication skills. Experience working with high school and/or college students and parents.

CLASSIFICATION AND SALARY: Full-time, administrative position reporting to the Dean of the Frost School of Music. Salary competitive.

THE UNIVERSITY AND THE FROST SCHOOL OF MUSIC: The University of Miami is a private, independent, comprehensive university with an enrollment of approximately 14,500 students from all fifty states and over 100 countries. The main campus is located in Coral Gables, a residential suburb of Miami. The Frost School of Music has an enrollment of approximately 750 majors in 31 programs leading toward B.A., B.S., B.M., M.M., M.S., D.M.A., and Ph.D. degrees. These programs are served by approximately 60 full-time and 34 part-time faculty, plus 74 graduate teaching assistants.

APPLICATIONS: Applications should be submitted by June 1, 2006 for primary consideration. However, the search will continue until such a time as the position is filled. Please submit a curriculum vitae and a letter that addresses the essential experiences and qualifications stated or implied above, and provide addresses and/or telephone numbers of at least five references. Please do not send additional supportive material at this time. Nominations and applications should be addressed to:

Kenneth Moses, Assistant Dean
University of Miami
Frost School of Music
P.O. Box 248165
Coral Gables, Florida 33124-7610
(305) 284-2241

The University of Miami is an Equal Opportunity/Affirmative Action Employer. Qualified female and minority applicants are encouraged to apply. The Frost School of Music has been an accredited institutional member of the National Association of Schools of Music since 1939.