



International House

Position Description

Position Title: Admissions Assistant – Per Diem and Temporary

Office: Admissions

Reports To: VP of Admissions

About International House:

Founded in 1924 by John D. Rockefeller Jr. and the Cleveland H. Dodge family through the initiative of Harry and Florence Edmonds, International House is a residence for postgraduate scholars and trainees in New York City with a mission to prepare leaders for the global community. International House is home typically to more than 700 carefully selected graduate students and young professionals annually – representing 100 countries and more than 70 top schools and businesses. We provide an unrivaled opportunity for our Residents to thrive through daily interactions in a culturally, politically, and economically diverse environment and programs designed to expand the world views of these emerging leaders. We believe that leadership guided by the core values of the International House experience – Respect, Empathy, and Moral Courage – can create a more just and peaceful world. Learn more at www.ihouse-nyc.org.

Position Summary

Under the supervision of the VP of Admissions, the Admissions Assistant supports the Admissions Office by organizing, coordinating, prioritizing and executing multiple responsibilities in a fast-paced setting. This per diem position is scheduled to work 4 days a week and the assignment is from March until September.

Essential Functions

- Greet and assist applicants and residents
- Process admission applications
- Answer email and phone inquiries
- Give tours to applicants and potential applicants
- Performs other related duties as assigned

Qualifications, Abilities and Skills

- Excellent oral and written communications skills
- Extremely organized, detailed oriented, and self-motivated
- Ability to get along well with others and work across departments
- High standards of customer service
- Experience in working in a college or university environment a plus
- Experience working with diverse and multicultural populations a plus

Compensation

\$25 per hour.

How to Apply

Please submit a cover letter and resume via e-mail to careers@ihouse-nyc.org with “Admissions Assistant” in the subject line.

International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.