FROM THE TOP

Title: Admissions Coordinator

Reports to: Scholarship and Recruitment Manager

Status: Full-time (40 hours/week), Salaried, Exempt

Are you enthusiastic about helping young musicians engage in new opportunities? Are you driven by your attention to detail, a passion for utilizing online platforms and databases, a natural inclination for organizing, and being part of a small but mighty team? From the Top is looking for someone to coordinate our team's efforts to recruit and support diverse, exceptional, and eager-to-learn young musicians for our From the Top programming and awards.

ABOUT US: From the Top celebrates and empowers dedicated young musicians ages 8-18. Our Fellows complete a series of educational sessions that culminate in a community engagement experience and an appearance on our NPR broadcast. *Please visit www.fromthetop.org to learn more about our work before applying.*

ABOUT THE ADMISSIONS TEAM: From the Top's Admissions Team is responsible for managing the application and selection processes for young musicians seeking to participate in our Learning and Media Lab Fellowship. This includes:

- Recruitment and outreach with music programs across the country
- Directing and administering our awards program
- Reviewing all applications and selecting participants for FTT Fellowship
- Support and guidance for applicants, teachers, parents, Fellows, and award recipients
- Developing DEI goals and initiatives
- Alumni Relations

ABOUT THE JOB: This position is 40 hours/week, full-time, exempt, with a salary of $45,000, and is eligible for all employee benefits.

- We are a fully remote team that includes staff in all U.S. time zones. It is preferred that the Admissions Coordinator live in Minneapolis/St. Paul, MN or in a Central or Eastern time zone.
- We maintain east coast business hours (M – F 9:30AM – 5:30PM EST)
- This position may require some evening and weekend hours, especially to facilitate virtual "live" auditions

WHAT YOU'LL DO: Our team is looking for someone who can help ensure the smooth facilitation of our workflows and processes through application and database systems management, award recipient support, communication, data reporting, and recruitment assistance.

• Database and Application Systems Management: 50%

  o Manage department databases on Fillout and Airtable, assuring that all applicant details are correct and that applications are routed successfully and in a timely manner

  o Provide technical support to all internal and external users as needed

  o Coordinate with Marketing & Communications department, Development department, and grant writers for accurate and timely sharing of database information

  o Track, analyze, and report on applicant, Fellow, and award recipient data for department, senior staff, and Board

  o Use strategic thinking to identify opportunities for system improvements, evaluate new technologies, implement updates and upgrades, and optimize database and application system performance to enhance efficiency and user experience

• **Applicant, Fellow, and Award Recipient Coordination: 40%**

  o Correspond with and provide personal assistance to applicants, families, and recruitment contacts

  o Facilitate and attend virtual live auditions

  o Prepare preliminary award contracts, as well as help complete and track award expenditures (including travel coordination and purchase request completion for all award recipients)

  o Collect sensitive documentation from all award applicants and ensure that applications are complete

  o Coordinate application reviews with team of independent reviewers

  o Send decision letters to all reviewed applicants, tracking all letter determinations

• **Departmental support responsibilities: 10%**

  o Communication support for special projects and initiatives, as needed

  o Process expense reports, reconcile Stripe reports, and track department spending

  o Schedule meetings and take meeting-notes

ABOUT YOU:

• You enjoy getting into the nitty gritty on computer-based databases and project management systems

• You are a self-starter and are motivated to research and implement new online tools and platforms

• You love "the details" and "the little things" and you find reward in laying down foundations for mission-driven work

• You have strong organizational skills and the ability to meet deadlines

• You love working collaboratively on small (but mighty!) teams

• You have an appreciation for working with young people and families

• You have strong written and verbal communication skills – you equally love connecting on the phone, by video conference, or via email/text

• You care about and enjoy fostering an inclusive environment where every young musician feels respected, empowered, and supported

SOUND LIKE YOU?: Please click here to apply via the [FTT Application Portal](#)