



Merit School of Music | Chicago, Illinois
Full-time Position Announcement:
Vice President for Enrollment & Student Services

Position & Organization Overview

Merit School of Music is a community music school located in Chicago's West Loop. Our primary goals are to help young people transform their lives and experience personal growth through music by providing access to sustained participation. For more than 40 years, we have been home to a diverse community of talented young musicians and have acted as a springboard for achieving full musical and personal potential. Our 125 passionate and experienced teaching artists provide access to high-quality music education, engaging over 3,000 students annually at our downtown location and in area schools and community centers.

Our students, who reflect the socioeconomic and ethnic diversity of Chicago, have the rare opportunity to learn together, dream together, teach each other, and broaden their horizons as they build inspiring lives through music. Merit develops musicians and provides young people with the tools they need to excel in life, with virtually 100 percent of our graduates going on to conservatory or college.

Merit School of Music is committed to building a world in which historically underrepresented groups can attain access to quality music education. Simultaneously, Merit is continually working towards becoming an organization that is truly reflective of the demographics of the city and the students we serve. Merit is dedicated to being an inclusive, diverse, equitable, and anti-racist organization and continually examining our efforts in this area.

Merit School of Music is seeking a Vice President for Enrollment & Student Services to lead efforts supporting the recruitment of new students, stewardship of current students, class registrations and payments, awarding scholarships and financial aid, and ensuring a welcoming, vibrant experience for our students and families.

Reporting Relationship: The Vice President for Enrollment & Student Services reports to the President & Executive Director. Additionally, the role oversees a team responsible for registration, collections, financial aid & scholarships, recruitment, and reception. This is a new role for the organization and the right candidate will define the department as they see fit with the collaboration and support of executive and senior staff.

Essential Duties

Departmental Oversight: (70%):

- Registration & payments: class creation, accurate and timely registration of students, coordination of payment plans and collection of tuition.
- Financial aid & scholarships: the allocation of family financial aid for classes and awarding of scholarships based on donor criteria.
- Recruitment & customer experience: the direct recruitment and retention of students, including full-paying and needs-based students.
- Department budgeting and monitoring

Institutional Leadership (30%):

- Department Head team: work as part of Merit School of Music's senior leadership team to address operational and strategic issues.
- IDEA Leadership team: membership on Merit's Inclusion, Diversity, Equity and Antiracism leadership team—a collective charged with advancing the school's commitment to be a multi-cultural and inclusive space for all key stakeholders: students, parents, alumni, faculty, staff, and trustees.
- Board of Trustees: engagement as a leader for Merit School of Music and a representative voice of students and families to Trustees.

We are seeking candidates for this position that may exhibit the following credentials and/or background:

- 8-10+ years of work experience.
- History of managing people and/or teams.
- Project management and/or change management skills.
- Customer service or community service experience, especially with families of diverse cultural backgrounds and socio-economic status.
- Recruiting and/or admissions experience highly desirable.
- Musical knowledge helpful, but not a requirement

We envision successful applicants may come from a variety of backgrounds: from higher education or private school admissions to running their own music studio to corporate and/or retail management client service. Should you have any specific questions regarding this posting and requirements, please feel free to reach out to HR@meritmusic.org with your questions.

Compensation & Benefits

Merit offers a comprehensive employee benefits package, including the following items:

- Salary of \$100,000+ based on experience.
- Full-time, exempt position, working 37.5 hours per week. We believe in the quality of life and are committed to keeping the workload in alignment with true hours worked.
- Your first 90 days of employment are considered a probationary period. You will be eligible to participate in Merit's employee benefits package 30 days from date of hire following the first of the month. We offer a robust healthcare package including

medical (HMO and PPO options), dental (HMO and PPO), vision care, and voluntary life insurance coverage.

- Paid time off (PTO), accrual rate in accordance with the Merit Employee Handbook, and 7 holidays in addition to a winter break (approximately 1 week) (If a holiday falls on a weekend, Merit will observe the holiday on the same day as the Illinois state government).
- Following one year of employment, you will be eligible to invest in Merit's 401(k) plan.

Further information on our benefits package and employee policies are available upon request.

To apply, please send a resume and cover letter detailing your relevant experience and qualifications for this role to hr@meritmusic.org. Applications will be accepted until the position is filled. Materials should be compatible with Microsoft Word or Adobe Acrobat PDF. Applicants will receive confirmation of receipt of their materials and further guidance and updates about the hiring process by e-mail, with interviews provided for finalists.

ALAANA/BIPOC people, trans and gender nonconforming people, and women are encouraged to apply.

For more information about Merit School of Music, please visit www.meritmusic.org or contact the HR email listed above.

Merit School of Music: Mission and Antiracism Statements

Merit School of Music transforms the lives of Chicago-area youth through removing barriers to high quality music education.

As a school that proudly engages students from all neighborhoods across the Chicagoland area, Merit School of Music is dedicated to being an antiracist organization. Reflecting on the racism that pervades our city and beyond, we seek to actively dismantle any biases of our school, and pledge to identify and take a stand against racism in our geographical and musical communities, wherever and however it occurs.

Music-making gives us the opportunity to offer comfort, reflect on the diversity of our experience, and come together during times of change and challenge. At Merit, where students begin their journey as musicians, we make the commitment to use our resources and platform to challenge the status quo and take concrete daily action in pursuit of this goal.

Proposed Organizational Structure:

