

ROLE DESCRIPTION AND FURTHER PARTICULARS**Associate Director of Admissions, Degree Programmes****About us**

Edconic is a global education company and the leading provider of industry-immersive learning in partnership with iconic organizations. Our portfolio includes Sotheby's Institute of Art, Vogue College of Fashion, The School of The New York Times, Manchester City Sports Business School, and WIRED Education. We help students transform their passions into meaningful and fulfilling career trajectories. Our academic programs range from pre-college to study abroad and master's degrees with locations in London, New York, Madrid, and online.

Sotheby's Institute of Art

Established in 1969, Sotheby's Institute of Art is now among the world's leading specialist higher education institutions, offering programmes for professionals, pre-college audiences and postgraduate students seeking careers in art business and an understanding of the global art economy. Our offerings cover everything from art history to key business skills from our campuses located in the world's art capitals of London and New York, as well as online.

Courses at Sotheby's Institute are structured with the guiding principle that education is gained in the classroom, but equally important is hands-on experience and situational context. Institute faculty are experts and leaders in their fields, bringing a wealth of practical knowledge from their professional experiences as well as a solid academic grounding to all students.

Vogue College of Fashion

With campuses in key fashion capitals and online programmes, Vogue College of Fashion blends academic rigour with real-world industry experience. Partnering with top universities, we deliver a comprehensive educational experience and continuous industry engagement. As an extension of *Vogue*, we provide ongoing engagement with industry professionals, offering insights and experiences beyond the classroom.

Our programmes integrate rigorous study with hands-on practice. Students tackle real projects, connect with industry leaders, and visit top companies, ensuring they gain practical skills and a solid understanding of fashion's global impact. Our alumni work with leading brands like *Vogue*, Cartier, Dior, *GQ*, and Louis Vuitton.

At Vogue College, students become part of a global community, whether on-campus or online. Through transformative education, the College takes account of diverse attitudes and cultural viewpoints, recognising fashion's role and significance in cultural, economic, global, local and community contexts.

Role Purpose

Reporting to the Global Head of Admissions, the role holder will lead, develop and oversee the implementation of the recruitment and admissions process for the undergraduate and postgraduate degree programmes in London for Sotheby's Institute of Art and Vogue College of Fashion.

Key Duties & Responsibilities

- Manage the London-based admissions team, ensuring that they consistently deliver an excellent experience to all applicants through first contact, application, offer and enrollment, focusing on developing effective yield and conversion activity in partnership with the Global Head.
- Oversee the allocation of daily workload and operations within the admissions team ensuring the attainment of KPIs and enrolment targets across the portfolio.
- Liaise closely with the programme directors, faculty and other internal stakeholders at Sotheby's Institute of Art and Vogue College of Fashion to keep them up to date on recruitment activity, data, trends and plans, and to collaborate with them on recruitment activities and events.
- Support all aspects of the admissions process including setting and reviewing entry requirements, making admissions/fee assessments and conducting UKVI compliance checks
- Organize internal and external recruitment events, including Open Days and graduate fairs.
- Speak at Open Days, webinars, and other public-facing recruitment opportunities including recruitment fairs and conferences.
- Work to achieve student enrollment targets, enabling us to meet our financial and strategic goals.
- Collaborate with the Admissions and Finance teams to develop an aid-leveraging strategy that serves applicants across the degree programme portfolio.
- Ensure that the Admissions team has a consistent on-site weekly presence on the London campus.

- Ensure that the Admissions process remains compliant with consumer law in all respects.

The above statements are intended to describe the general nature and level of work being performed by an individual undertaking this position. They are not intended to be an exhaustive list of all duties and skills, and the post holder will be required to undertake such tasks and responsibilities as may be reasonably be expected within the scope of the post.

Person Specification - Skills, Experience and Qualifications

- Educated to degree level or equivalent
- Significant experience in HE admissions or recruitment across Undergraduate, Postgraduate, Home and International students
- A proven track record of leading and developing a student recruitment and admissions team in the HE sector
- A strong customer service-orientated mindset
- Experience with automated database systems, including a CRM (Salesforce, preferable) and Student Information Systems
- Exceptional written, public speaking, and organizational skills
- Excellent presentation skills
- Ability to collaborate and maintain effective working relationships with faculty, staff, students, and external contacts
- Highly self-motivated, results-oriented, and data-driven
- Familiar with international student recruitment and visa compliance procedures
- Be willing and able to undertake occasional travel throughout the US, UK, and other countries to participate in recruitment efforts as required
- Demonstrate professionalism and diplomacy in interpersonal relationships
- Support and embrace diversity and inclusivity
- Regular weekday (Monday-Friday) hybrid attendance/availability during core business hours.

Application Process

Please complete [an online application form](#). You will be required to upload your CV and cover letter to your application, demonstrating your interest in this position and how you meet the person specification. CVs without a covering letter will not be considered.

The closing date for applications is midnight on 5 April 2026. Please note that applications will be considered on receipt, and we reserve the right to close the post early.

Benefits of working for Edconic include:

- 25 days annual leave plus up to 4 days additional discretionary leave during the Christmas period
- Option to purchase an additional 5 days annual leave on a salary sacrifice basis
- 2 discretionary Company Global Celebration Days
- 24/7 access to an Employee Assistance Programme
- Access to any course within the Edconic online course portfolio free of charge
- Employee and family discounts on all Edconic courses
- Volunteering days
- Life insurance
- Discount for gym membership
- Access to a comprehensive e-learning platform