

Job Title:**Admissions Coordinator, College of Biosciences and Health Professions****Job Description:**

The Admissions coordinator will play a crucial role in supporting the Assistant Dean of Student Affairs and Enrollment and the Master of Science in Biomedical Sciences Program (MSBS) at the College of Biosciences and Health Professions. This individual will be responsible for coordinating admissions and recruitment-related processes, from initial inquiries and applications to final enrollment and supporting student services. Additionally, the coordinator will travel occasionally to recruit students and help achieve enrollment goals while providing general administrative and clerical support to the Office of Student Affairs and Admissions. The ideal candidate should possess excellent organizational skills, strong communication skills, and the ability to work collaboratively with faculty, staff, and students.

Reports to:

Assistant Dean for Student Affairs and Enrollment

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

The essential functions (i.e., the fundamental job duties of the position) are as follows:

- Coordinating admissions and enrollment events such as Recruitment Events, Info sessions, MSBS Candidate Interview Days, Open Houses, Community outreach, etc
- Manages Student Affairs and Admissions Calendar; including room reservations.
- Represents the Office of Student Affairs & Admissions by being the first point of contact for all current, accepted, and prospective students.
- Prepares and maintains online applications (PostbacCAS), scoring spreadsheets, and PostbacCAS interview scores for prospective students.
- Provides database input (Access, Excel, and SIS), ongoing use of data systems, involving regular data input and generating reports.
- Work on recruitment events in collaboration with the COM admissions team and occasionally travel for these events
- Scheduling, and coordinating meetings, taking meeting notes, setting agendas, and other clerical duties. Monitors admissions email inboxes for RSVPs, new inquiries, and general questions and appropriately routes the emails
- Maintains office supplies and inventory for the Office of Student Affairs & Admissions.
- Maintain relationships with vendors and assist with catering orders.

**Qualifications/
Education:****Education:**

- Associates degree required; Bachelors degree preferred.

Skills & Experience:

- Two or more years of related work experience and/or relevant training.
- Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion Ability to exercise good judgment and act professionally, sensitively, and with a high level of discretion.
- Superior organizational skills and attention to detail; ability to multi-task and work with deadlines; keep track of multiple projects and ensure timely follow-up.
- Ability to keep track of multiple projects and ensure timely follow-up.
- Strong research and analytic skills
- Ability to work effectively with colleagues and students by practicing punctuality, respect for deadlines, and collaborative problem solving.

- Has a positive regard for others in written, verbal, and non-verbal communication and student service skills, including the ability to maintain good relations with the University community.
- Proficiency in Microsoft Office Suite required.
- Self-motivated and able to work independently with minimal supervision.
- Demonstrated ability to learn new technological skills.
- Maintain proficiency as needed and approved by attending trainings.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$41,000 – \$57,000 annually. Salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Admissions Coordinator** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (I-9) requirements.