

**Job Title:****Job Description:****Reports to:****Classification:****Essential Duties:****Qualifications/  
Education:****Admissions Coordinator, College of Osteopathic Medicine**

Primary customer service contact for the COM Student Affairs and Admissions suite. Delivers an array of coordinator duties such as greeting visitors and answering the telephone. Performs a variety of clerical and administrative tasks for Admissions. Supports and participates in special Admissions functions.

**Director of Admissions****Staff**

- Serve as a liaison with students, faculty, staff, vendors and/or other key department constituents: explain policies/procedures; answer various general questions; handle intake of special requests or problems;
- Provide general information about admissions including application process, interviews, and matriculation details
- Provide general administrative and clerical work including answering phones, assisting with mailings, and basic office tasks;
- Support other administrative assistants with scheduling meetings, setting up conference software and room reservations;
- Coordinate meetings and presentations;
- Provide technical support for all department virtual events, including virtual interviews when needed;
- Maintain office supplies and inventory;
- Prepare reports and documents as requested;
- Research various topics as requested;
- Serve on committees as assigned;
- Admissions Support
- Organize electronic records for all interviewed candidates
- Monitor COMAdmissions email inbox for RSVPs, new inquiries, and general questions
- Confer regularly with Director of Admissions to ensure accurate and current knowledge of admissions processes and procedures.
- Coordinate logistics for interview days, admissions committee meetings, and Accepted Student Visit days.

**Education:**

- Associate's Degree or equivalent education required, Bachelor's degree preferred.

**Skills & Experience**

- Two or more years related administrative experience, preferably in a higher education environment;
- Superior organizational skills and attention to detail;
- Ability to manage multiple projects and ensure timely follow-up, and to work within deadlines;
- Self-motivated, able to work independently with minimal supervision;
- Strong analytic skills;
- Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion;
- Ability to anticipate needs and work proactively to manage the daily flow of the office;
- Excellent communication and customer service skills, including the ability to maintain good relations with the university community;

- High proficiency with technology, including Microsoft Office suite, in particular Microsoft Outlook and Excel.

**Compensation:**

**CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.**

To learn more about our team, click [here](#).

### **Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **Admissions Coordinator** in the subject field of the email.