

Job Title:**Admissions Recruiter, College of Osteopathic Medicine****Job Description:**

The Admissions Recruiter, in collaboration with the Director of Admissions, assists in the realization of student recruitment goals and works to enhance overall student diversity at CHSU-COM. The recruiter will promote CHSU-COM to prospective students, pre-medical advisors, and other community stakeholders including local secondary schools.

Reports to:

Director of Admissions, Admissions Department

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Planning and conducting recruitment events for the Central Valley community at local universities, high schools and middle schools;
- Recruitment visits to other universities within the state of California with the goal of promoting a diverse CHSU-COM applicant pool;
- Development of relationships with local college pre-health advisors and high school guidance counselors to promote referral of prospective students to CHSU-COM;
- Management of prospective student and pre-health advisor databases and creation of relevant reports;
- Maintain consistent follow-up with prospective students and pre-health advisors;
- Management of pre-health advisor databases and creation of relevant reports;
- Maintain consistent follow-up with pre-health advisors;
- Plan and attend recruitment events for prospective students;
- Plan and attend events for college pre-health advisors and high school guidance counselors;
- Plan and attend events for engagement of accepted students;
- Assist in development and oversight of admissions and recruitment publications and web-based materials (in conjunction with Marketing);
- Provide campus tours when needed;
- Assist in all accreditation and regulatory processes;
- Serve on committees as assigned;
- Other duties as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Director of Admissions.

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

- Bachelor's degree in related field, Master's Degree preferred

Skills & Experience:

- Ideally, experience in medical school admissions work or in a health-related professional school;
- Knowledge of admissions, recruitment strategies and legal/ethical considerations regarding enrollment;
- Strong organizational skills and detail oriented;
- Ability to multi-task and work deadlines;
- Ability to deliver interactive and engaging presentations to large and small audiences of various ages;
- keep track of multiple projects and ensure timely follow-up;
- self-motivated, and able to work independently with minimal supervision;
- 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 relationships with prospective students;
- Ability to work with students, faculty, alumni, and staff members representing diverse populations;
- Proficiency in Microsoft Office suite preferred.

Working Conditions:

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. The position involves travel for University recruitment-related meetings and events. Travel and meetings may occasionally occur on weekends.

Compensation:

CHSU offers a competitive benefits and compensation package. 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 Error! Reference source not found. 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