

Job Title:**Admissions and Recruitment Coordinator, College of Pharmacy****Job Description:**

Responsible for facilitating operations of the Office of Admissions, including event planning and management, updating and processing of admissions records. Under the general direction of the Director of Admissions, plans and operates on-site and off-site recruitment events. Provides phone and email outreach to prospective students, coordination of admissions events, administrative support, database management, and attendance at recruitment events.

Reports to:**Director of Admissions****Classification:****Full-Time, Non-Exempt****Essential Duties:**

- Plan and coordinate On-site Recruitment events, including CHSU visitation dates, Open Houses, and Candidate Interview days for prospective students
- Supports the maintenance and accuracy of online application (PharmCAS) processing, and prepares all interview day documents and materials
- Counsels applicants through the admission process. This includes, but is not limited to, transcript evaluations, on-site appointments, EMP communications, and PURL page updates, emails, and phone calls
- Coordinates onboarding documentation for incoming students ensuring accuracy and compliance, and participating in auditing for accrediting bodies
- Manages data and assists with office level assessments, including demographic data for applicants and matriculated students
- Manages admissions mailboxes, office scheduling, and calendars, triaging as appropriate
- Works with Marketing on admissions projects including brainstorming and implementation of PURL page updates, project requests, communications, social media and website updates.
- Plans, schedules, and coordinates meetings for Admissions Committee and office, takes meeting notes, and other clerical duties as needed
- Facilitates off-site recruitment events when needed
- Supports, and participates in, Student Ambassador programs and initiatives
- Potential travel up to 15% of time
- Reflects and promotes the mission, vision and identity of CHSU.

**Qualifications/
Education:**

Education

- A Bachelor's degree in a business related field is preferable.

Skills & Experience

- Effective decision making skills and customer service experience.
- A high level of interpersonal skills, professionalism, attention to detail, action orientation, and strong computer and telephone skills.
- Two or more years of related work experience and/or relevant training;
- Strong organizational skills; ability to multi-task and work deadlines; 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;
- Excellent communication and customer service skills, including the ability to maintain good relations with the university community;
- Intermediate proficiency in Microsoft Office suite, Access preferred; Word, Excel, Outlook required;
- Demonstrated ability to learn new technological skills.

Compensation:

Position offers competitive wage based on experience plus benefits.

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 and type **ADMISSIONS AND RECRUITMENT COORDINATOR** in the subject field of the email.