

Job Title:

Admissions Recruiter, Proposed College of Osteopathic Medicine

Job Description:

With direction from the Director of Admissions, and Assistant Dean of Student Affairs, this position is responsible for the execution of an effective and comprehensive recruitment strategy that supports the College's mission and helps achieve CHSU's enrollment goals.

Director of Admissions

Full-time, Exempt

Reports to:

- Plan, arrange, and conduct presentations for Pre-Med organizations at targeted college and university campuses.

Classification:

- Develop and maintain relationships with counselors, pre-med advisors, and other school representatives at community colleges, four year colleges, and other community organizations as needed to support of the mission of CHSU.

Essential Duties:

- Attend Pre-Med Fairs and conferences on college campuses to promote enrollment at CHSU, gather information about prospective students, and answer questions about programs and financial aid options.
- Participate with the enrollment processes, including advising applicants, processing AACOMAS applications, coordinating interview activities, managing databases and other admissions duties as assigned.
- Coordinate and plan Accepted Students visitation dates on the CHSU campus.
- May assist other CHSU colleges when needed.
- Contribute to the overall success of the University by performing duties in a collaborative fashion.

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:**

- Bachelor's degree required.
- Three or more years in medical school admissions/recruitment, related work experience, and/or relevant training;
- Strong organizational skills and detail orientation;
- 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;
- Ability to anticipate needs and work proactively to manage relationships with prospective students;
- Strong communication and presentation skills with ability to speak in professional, friendly, clear and engaging manner to individuals and large groups;
- Proficiency in Microsoft Office suite preferred.

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

The proposed College of Osteopathic Medicine is seeking accreditation from COCA and cannot solicit students until successfully achieving pre-accreditation.

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 RECRUITER** in the subject field of the email.