

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

Primary customer service contact for COM Admissions. Delivers an array of duties such as greeting visitors, answering the telephone, reviewing applications, and advising potential students. Supports and participates in special Admissions functions.

Reports to:

Director of Admissions, College of Osteopathic Medicine Admissions

Classification:

Department Staff, Full Time, Non-Exempt

Essential Duties:

- 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 administrative assistants with scheduling meetings, setting up conference software and room reservations.
- Coordinate meetings, presentations.
- Provide technical support for all department virtual events, including virtual interviews when needed.
- Schedule and provide advising sessions for potential students.
- Assist with screening and evaluating applications to the COM.
- Maintain office supplies and inventory.
- Prepare reports and documents as requested.
- Research various topics as requested.
- Serve on committees as assigned.
- Organize electronic records for all interviewed candidates.
- Monitor COMAdmissions email inbox and other communication systems for RSVPs, new inquiries, and general questions.
- Confer regularly with the 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

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

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

Skills & Experience:

- Two or more years related 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, Word, and Excel.

Compensation:

CHSU offers a competitive benefits and compensation package. Hourly range for this position is \$19.75 - \$27.40, however, 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 Analyst** 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