

**Job Title:****Admissions Recruiter, 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.

**Reports to:**

Director of Admissions, Admissions

**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, and outside 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;
- Maintain consistent follow-up with prospective students and 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, social media, and web-based materials (in conjunction with Marketing);
- Help facilitate and provide technical support for interview days, Open Houses, Informational Sessions, Accepted Student Visit days, and other admissions events.
- Coordinate with other departments, faculty, staff and students to track and maintain coverage for recruitment events.
- Confer regularly with Director of Admissions to ensure accurate and current knowledge of admissions processes and procedures.
- Provide campus tours when needed;
- Assist in all accreditation and regulatory processes;
- Serve on committees as assigned;
- Other duties as assigned.

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

- Bachelor's degree Required

**Skills & Experience**

- Minimum 1 year experience in admissions, outreach, or related role
  - Ideally, experience in medical school admissions work or in a health-related professional school;
  - Ability to travel for recruitment events which consists of about 50% of the time, with the other half being in the office.
  - Flexible schedule for events on weekdays, weeknights, and weekends with some events and conferences requiring multiple days.
  - Excellent organizational and multitasking abilities with attention to detail;

- Knowledge of admissions, recruitment strategies and legal/ethical considerations regarding enrollment;
- Ability to deliver interactive and engaging presentations to large and small audiences of various ages;
- Ability to work with students, faculty, alumni, and staff members representing diverse populations;
- Ability to work independently and as part of a team;
- Experience with providing engaging presentations to a variety of demographics.
- Proficiency and knowledge of Microsoft Office and applications databases.

**Compensation:**

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$47,000 - \$58,000, 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](mailto:careers@chsu.edu) and type **Admissions Recruiter** in the subject field of the email.

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CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.