

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

Primarily responsible for overseeing enrollment processes and student communication, including advising applicants, processing AACOMAS applications, coordinating interview activities, managing databases, and other admissions duties as assigned

Reports to:

Director of Admissions, Admissions

Classification:

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.
- Manage the Enrollment Marketing Platform (EMP), admissions marketing initiatives, social media presence, and student communications.
- Coordinate logistics, facilitate, and provide technical support for interview days, admissions committee meetings, Accepted Student Visit days, and other admissions events.
- Prepare reports and documents as requested.
- Maintain and review electronic records for all interviewed candidates.
- Screen and evaluate applications to COM. Evaluating applicants' credentials, assessment of grades, test scores and recommendations to admit the most qualified candidates.
- Assist the Director of Admissions with student retention initiatives and waitlist management.
- Monitor COM Admissions email inbox for RSVPs, new inquiries, and general questions.
- Confer regularly with Director of Admissions to ensure accurate and current knowledge of admissions processes and procedures.
- Train Admissions staff in reviewing and evaluating applications and coordinate with team to ensure completion of tasks.
- Serve on committees as assigned.
- Serve as back-up for the Director of Admissions in supporting Admissions Committee Meetings
- Contribute to the overall success of the University by performing duties in a collaborative fashion.

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

- Bachelor's degree from an accredited institution (or equivalent combination of education and experience).

Skills & Experience:

- Minimum two years of related admissions experience in a higher education environment.
- Sound judgment, tact, and diplomacy in situations of high sensitivity and the ability to interact with personnel at all levels of the University and community.
- Strong organizational skills and detail orientation.

Compensation:

- Ability to manage multiple projects and ensure timely follow-up, and to work within deadlines.
- Effective and efficient communication in a manner suitable for the intended audience; emphasis on written and verbal communication skills, including professional email and telephone skills.
- Ability to maintain confidentiality, exercise good judgment, and act professionally, sensitively, and with a high level of discretion
- Demonstrated ability and commitment to work collaboratively in a team environment
- Self-motivated, able to work independently with minimal supervision.
- Strong analytic skills.
- Ability to perform detailed work efficiently and accurately
- Ability to plan, schedule, and manage projects and assignments
- Ability to maintain a positive attitude in a demanding work environment
- Excellent customer service skills
- Cross-departmental collaboration
- Excellent computer skills with a minimum of intermediate proficiency in Microsoft applications, including but not limited to Word, Excel, Outlook, and PowerPoint.

CHSU offers a competitive benefits and compensation package. Hourly range for this position is \$21.80 - \$30.53, 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 Specialist** 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.