

**Job Title:**

**Admissions and Student Affairs Coordinator, College of Biomedical Sciences and Health Professions**

**Job Description:**

The Admissions and Student Affairs Coordinator plays a crucial role in supporting the Assistant Dean of Student Affairs and Enrollment and the Master of Science in Biomedical Sciences Program (MSBS) at the College of Biosciences and Health Professions. The coordinator position assists with the student onboarding process and student engagement activities, maintains admissions and student data, and helps drive enrollment initiatives for the Master of Science in Biomedical Sciences (MSBS) program while providing administrative and clerical support to the Office of Student Affairs and Admissions. Additionally, the coordinator will travel to recruit students and help achieve enrollment goals. The ideal candidate should possess excellent organizational skills, strong communication skills, and the ability to work collaboratively with faculty, staff, and students.

**Reports to:**

Assistant Dean of Student Affairs and Enrollment, Student Affairs and Admissions

**Classification:**

Staff, Full Time, Non-Exempt

**Essential Duties:****Admission & Recruitment:**

- Coordinate MSBS recruitment and admissions activities (interview days, open houses, information sessions, and outreach events)
- Maintain applicant files in PostbacCAS/WebAdMIT
- Provides database input and generating reports; collaborates with CHSU' COM (College of Osteopathic Medicine) for pipeline initiatives.

**Student Onboarding & Engagement:**

- Oversee pre-matriculation processes including background checks,
- SONIS setup, and orientation logistics;
- Ensure smooth onboarding and communication for incoming students.

**Student Affairs & Engagement:**

- Support student life, wellness, and professional development activities;
- Assist with coordination of community service and co-curricular events;
- Assist student organizations and graduation ceremonies while promoting inclusion and student success.

**Administrative & Operational Support:**

- Planning, scheduling, and coordinating meetings, taking meeting notes, setting agendas, and other clerical duties.
- Monitors student affairs and admissions email inboxes for RSVPs, new inquiries, and general questions and appropriately routes the emails.
- Maintains office supplies and inventory for the Office of Student Affairs & Admissions.
- Maintain relationships with vendors and assist with catering orders and events.

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

- Associate degree required; bachelor's Degree preferred

**Skills & Experience:**

- Two or more years of related work experience and/or relevant training.

- Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion Ability to exercise good judgment and act professionally, sensitively, and with a high level of discretion.
- Superior organizational skills and attention to detail; ability to multi-task and work with deadlines; keep track of multiple projects and ensure timely follow-up.
- Ability to keep track of multiple projects and ensure timely follow-up.
- Strong research and analytic skills.
- Ability to work effectively with colleagues and students by practicing punctuality, respect for deadlines, and collaborative problem solving.
- Has positive regard for others in written, verbal, and non-verbal communication and student service skills, including the ability to maintain good relations with the University community.
- Proficiency in Microsoft Office Suite required.
- Self-motivated and able to work independently with minimal supervision.
- Demonstrated ability to learn new technological skills.
- Maintain proficiency as needed and approved by attending trainings.

**Compensation:**

CHSU offers a competitive benefits and compensation package. Hourly range for this position is \$20.67- \$27.00, 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 and Student Affairs Coordinator** 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.