

Job Title:	Assistant Director of Admissions, College of Osteopathic Medicine
Job Description:	The Assistant Director of Admissions is responsible, in collaboration with Director of Admissions, for the development and implementation of policies and procedures to recruit, screen, establish interviews for, evaluate and enroll students in the College of Osteopathic Medicine. The Assistant Director may at times supervise staff needed to accomplish these goals, and will also work collaboratively with the Admissions staff from the College of Pharmacy.
Reports to:	Director of Admissions (or Assistant Dean of Student Affairs)
Classification:	Administration
Essential Duties:	<ul style="list-style-type: none"> • Assist in the development, implementation, oversight, and evaluation of a comprehensive recruitment and admissions plan; • Assist in coordination and management of AACOMAS applications and communications; • Assist in coordination and management of the AMP platform • Assist in reviewing all applications for accuracy and completeness; • Assist in maintenance of applicant files; • Assist in training of faculty on admissions assessment tools; • Assist in support of the COM Admissions Committee; • Assist in the development and oversight of Admissions and recruitment publications (in conjunction with Marketing) • Assist in the response to communications with prospective COM students; • Participate in all accreditation and regulatory processes; • Serve on committees as assigned; • Other duties as assigned.
Qualifications/ Education:	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree required, Master's degree in related field preferred. <p>Skills & Experience</p> <ul style="list-style-type: none"> • Admissions experience preferred, ideally in a medical school or other health-related professional school.
Compensation:	CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

To learn more about our team, click [here](#).

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 **Assistant Director of Admissions** in the subject field of the email.