

Job Title:
Job Description:

Reports to:
Classification:
Essential Duties:

**Qualifications/
Education:**

Compensation:

Community Outreach Recruiter, College of Osteopathic Medicine

The Community Outreach Recruiter, in collaboration with the Director of Admissions, assists in the realization of student recruitment goals and works to enhance overall student diversity at CHSU-COM. The recruiter will promote CHSU-COM to prospective students, pre-medical advisors, and other community stakeholders including local secondary schools. The Community Outreach Recruiter will also work collaboratively with the Admissions staff from the College of Pharmacy.

Director of Admissions

Staff

- Planning and conducting recruitment events for the Central Valley community at local universities, high schools and middle schools;
- Recruitment visits to other universities 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
- Management of prospective student databases and creation of relevant reports
- Maintain consistent follow-up with prospective students
- Management of pre-health advisor databases and creation of relevant reports
- Maintain consistent follow-up with 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 and web-based materials (in conjunction with Marketing)
- Provide campus tours when needed
- Assist in all accreditation and regulatory processes;
- Serve on committees as assigned;
- Other duties as assigned.

Education:

- Bachelor's degree in related field, Master's Degree preferred.

Skills & Experience

- Ideally, experience in medical school admissions work or in a health-related professional school;
- Excellent organizational skills;
- 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;
- Proficiency and knowledge of Microsoft Office and applications databases.

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 **Community Outreach Recruiter** in the subject field of the email.