

Job Title:**Director of Admissions, Proposed College of Osteopathic Medicine****Job Description:**

The Director of Admissions is responsible for policies, procedures to recruit, screen, establish interviews for, evaluate and enroll students in the proposed College of Osteopathic Medicine. The director will supervise staff needed to accomplish this goal and will work collaboratively with the Admissions staff from the College of Pharmacy

Reports to:**Assistant Dean for Student Affairs and Enrollment, COM****Classification:****Full-time, Exempt****Essential Duties:**

The information provided below is a general description of the Department Chair's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

- Develop, implement, oversee, and evaluate a comprehensive recruitment and admissions plan;
- Coordinate and manage AACOMAS applications and communications;
- Review all applications for accuracy and completeness;
- Maintain student applicant files (in conjunction with the Registrar);
- Train faculty on admissions assessment tools;
- Serve as the recording secretary of the COM Admissions Committee
- Develop and oversee admissions and recruitment publications (in conjunction with marketing);
- Respond to and direct all communications with prospective COM students;
- Participate in all accreditation and regulatory processes.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Asst Dean of Student Affairs and Enrollment.

**Qualifications/
Education:**

- Bachelor's Degree in related field
- At least 3 years of experience in medical school admissions work

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

The proposed College of Osteopathic Medicine is seeking accreditation from COCA and cannot solicit students until successfully achieving pre-accreditation.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **DIRECTOR OF ADMISSIONS** in the subject field of the email.