

Job Title:**Director of Admissions****Job Description:**

The Director of Admissions is responsible for policies, procedures to recruit, screen, establish interviews for, evaluate and enroll students in the 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****Classification:****Full-time, Exempt****Essential Duties:**

- 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;
- Other duties as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

**Qualifications/
Education:**

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

Salary:

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

Application Instructions

Interested candidates are to submit a detailed resume electronically to careers@chsu.edu and type **DIRECTOR OF ADMISSIONS** in the subject field of the email.