



Position Description

Job Title: Application Services Specialist and Admissions Recruiter	
Department: Student Affairs	Date: March 2022
FLSA: Non-Exempt	Work Location: Carolinas Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8:00am – 5:00pm
Reports to: Associate Dean for Student Affairs, Director for Application Services and Director for Admissions	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:**

The Application Services Specialist and Admissions Recruiter is responsible for working both with the Director for Application Services and the Director for Admissions, as well as the Associate Dean for Student Affairs. The candidate will be instrumental in the initial application processing for the VCOM–Carolinas Campus including reviewing and selecting candidates for secondary applications based on established criterion, coding students, recalculating GPAs, downloading information, and creating reports.

Regarding recruitment, the candidate will assist with applicant telephone follow-up and interview scheduling and activities. The candidate will also be responsible to travel and conduct recruitment events for the VCOM-Carolinas campus in state and in bordering states as requested by the Associate Dean of Student Affairs and the Director of Admissions. This position will also work with the Student Affairs team to support student groups and participate in the planning of student events. The position is considered full time with the majority of duties to be provided on campus or in recruitment travel.

II. **Job Duties:**

Application Services Specialist:

1. Participates in the processing of applications
2. Maintains organized and confidential student information
3. Screens applications and communicates with applicants on their admissions status
4. Screens applications and the processing of applications, inviting for secondaries, and screening of secondaries and informs the Director of Admissions and the Associate Dean of any applications requiring special attention.

Admissions Recruiter:

5. Participates in on campus and regional recruitment events to market the college to prospective students and pre-health advisors
6. Participates as a member of Student Affairs Division in helping with Accepted Student Days, Open houses, student events, white coat ceremony, graduation, and other on-campus events.
7. Participates and assists as a member of the Department with Student Activities when held on campus.
8. Maintains the current knowledge of the college, campus, and osteopathic medicine and shares that knowledge with applicants and potential students through one-on-one conversations with potential applicants as well as scheduled presentations to College and University pre-med groups in state and in surrounding states.
9. Assists the Associate Dean with all on campus student events.

10. Perform other duties as assigned.

III. Required Qualifications:

Education: Bachelor's degree desired, some office work experience required

Licensure or certification: N/A

Experience:

- Excellent verbal and written communication skills
- Excellent organizational skills
- The ability to interact with and communicate with a variety of people at different levels
- The ability to maintain a positive and fresh approach and attitude
- The ability to be flexible and to be able to problem solve quickly and accurately
- Strong computer skills and ability to learn new software

Skills required for this position include:

- Good driving record
- Excellent telephone and general communications skills
- Must have a valid driver's license and access to an automobile
- Strong team player
- Commitment to VCOM's values
- Ability to manage confidential information
- Computer proficiency
- Must be eligible to be certified as a Notary Public

Preferences are given to applicants who have the following skills or attributes:

- Office experience working with transcripts, grades or in a general higher education environment
- Experience working with students or the public
- Strong presentation skills

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

IV. Working Conditions and Efforts: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage;

occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as a non-exempt position. Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.