



Position Description

Job Title: Director for Admissions	
Department: Student Affairs	Date: April 19, 2024
FLSA: Exempt	Work Location: Virginia Campus
Employee Category: Administrative Staff	Work Schedule: M–F, 8:00am–5:00pm and evenings and weekends as needed
Reports to: Associate Dean for Student Affairs	Percent Employment: 100%
Direct Reports: Admissions Coordinator	

I. Job Summary:

The Director of Admissions – Virginia Campus is responsible for the administration of the admissions process on the Virginia Campus. This position is also responsible for the recruitment of prospective students through speaking engagements, personal contacts, and special presentations (when recruiting the Director represents all campuses). The Director will develop and implement recruiting strategies in Virginia and manage the Ambassador program for the Virginia Campus. The Director manages and coordinates all interview days, open houses, accepted student days and events, and information sessions. The Director establishes and maintains professional contacts with pre-health advisors and association representatives. The Director screens all completed campus applications, selects eligible candidates for interview, runs the interview day, processes and maintains all records and admissions decisions in a confidential manner and serves as the Administrative Chair on the Admissions Committee. The Director of Admissions for the Virginia Campus is responsible for tracking all recruitment events for the Admissions Team and for preparing statistics for the Associate Dean for Student Affairs, Dean of the Virginia Campus and VCOM. The Director will work closely with the Admissions Coordinator and Application Services Specialist/Recruiter.

II. Job Duties:

1. Reviewing Interview Eligible Applications
 - a. Read through all application materials, identifying key (cognitive and non-cognitive) factors.
 - b. Maintaining records in an organized and confidential manner.
 - c. Responding to all candidates per established admissions guidelines.
 - d. Working with the other Director of Admissions and the Admissions Team to facilitate the best selection of candidates for the institution.
2. Management and coordination of Interview Days, Open Houses, and other special presentations
 - a. Review and book events.
 - b. Coordinate volunteers including other faculty & staff, student volunteers, and ambassadors for special events.
 - c. Give presentations on interview days, open houses, and information sessions.
 - d. Master of Ceremonies for open house, information sessions, and other special events.
3. Travel as needed for recruitment and professional development.

4. Recruit through off campus (when recruiting the Director represents all campuses) and on campus programs.
5. Manage the VCOM Ambassador Program for the Virginia Campus
 - a. Track all ambassador events.
 - b. Provide the ambassadors with information to schedule appropriate visits.
 - c. Monitor and submit reimbursement forms when all events have been completed.
6. Serve as Administrative Chair for Admissions Committee
 - a. Prepare all files for the committee.
 - b. Present all files to the committee.
 - c. Tally votes from the committee.
 - d. Make acceptance phone calls.
 - e. Prepare and distribute acceptance letters.
 - f. Maintain reports on incoming student enrollment.
7. Assist in conducting student orientations, meetings, graduation, accepted students day, white coat ceremony, and other major events.
8. Monitor Facebook and other forms of social media.
9. Oversee the tracking and registration of recruitment events.
10. Preparing statistics on behalf of the admissions team, other constituencies, and for the Associate V.P. at regular intervals.
11. Perform other duties as assigned.

III. **Required Qualifications:**

Education: Bachelor's Degree or above required

Licensure or certification: N/A

Experience: Experience in higher education in admissions or student affairs is strongly desired.

Skills required for this position:

- a. Excellent organizational and management skills.
- b. The ability to interact with and develop strong relationships with a variety of people, groups, and institutions.
- c. The ability to maintain a positive and fresh approach and attitude.
- d. Excellent interpersonal and communications skills.
- e. Strong team player across all campuses. Ability to work with the other Director of Admissions in a cooperative, non-competitive manner.
- f. Commitment to VCOM values and division's goals.
- g. Ability to be flexible and willingness to work with others.
- h. Ability to balance multiple projects at a time.
- i. Commitment to VCOM values and Division Goals.
- j. Must have a valid driver's license and access to an automobile.
- k. Computer proficiency in Word, Office Products, databases, social networking.

Preferences may be given to applicants who have a master's degree in higher education, business, administration, or related field, or work experience in medical education, healthcare education, recruitment, or related admissions experience.

The 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.

Physical demands: While performing the duties of this job, the employee is frequently required to sit; occasionally required to stand for periods of time; use hands and vision for office equipment such as computers; communicate verbally and to listen to others; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel required 25% of time. The noise level in the work environment is minimal to moderate.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgment and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period 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 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, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to be people who follow 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 others 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 based on 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 agree to follow the policies and procedures as written.

The Goals of the VCOM Division of Student Affairs are:

- To promote a genuine commitment of service to students.
- To advocate for the osteopathic medical profession.
- To recruit students who are committed to VCOM's values and encourage demonstration of those values throughout their medical education.
- To embrace diversity.
- To plan effectively and anticipate needs.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Associate Dean for Student Affairs: _____ Date: _____

Dean: _____ Date: _____

President: _____ Date: _____