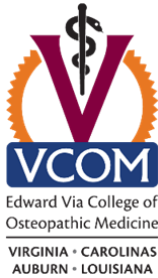


Position Description



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

I. **Job Summary:**

The Director of Admissions - Carolinas is responsible for the administration of the entire admissions process on the Carolinas Campus. This position is also responsible for the direct recruitment of prospective students through speaking engagements, personal contacts and special presentations. The Director will develop and implement recruiting strategies in the Carolinas region directed towards pre-health undergraduate and/or graduate students. The director will manage the Ambassador program for the Carolinas Campus. The Director will manage and coordinate all interview days, open houses and if needed, general information sessions. Establish and maintain professional contacts with pre-health advisors and association representatives. The Director is tasked with reviewing and screening all applications eligible for interview at the Carolinas Campus, and processing and maintaining confidential student records. The Director of Admissions for the Carolinas Campus is responsible for the supervision of the Admissions Coordinator.

II. **Job Duties:**

1. Reviewing Interview Eligible Applications
 - a. Read through all application materials and fill out evaluation form.
 - b. Invite students in alignment with institutional values and mission to interview.
2. Management and coordination of Interview Days, Open Houses, and other special Presentations
 - a. Review and book events
 - b. Coordinate all volunteers including other faculty & staff, and ambassadors for special events
 - c. Give morning presentation, and other presentations during interview days, open houses, and information sessions.
 - d. Master of Ceremonies for open house, information sessions, and other special events
3. Travel for recruitment and continuing medical education
4. Manage the VCOM Ambassador Program for the Carolinas Campus
 - a. Keep track of all ambassador events

- b. Provide the ambassadors tools to book and attend fairs, personal presentations, and other special events
 - c. Monitor and submit reimbursement forms when all events have been completed
5. Serve as Administrative Chair for Admissions Committee
 - a. Prepare all files for committee.
 - b. Present all files to committee
 - c. Tally votes from committee
 - d. Make acceptance calls
 - e. Prepare and distribute acceptance letters
 - f. Maintain reports on incoming student enrollment
6. Assist in conducting student orientations, meetings, graduation, accepted students day, white coat ceremony.
7. Supervise the Admissions Coordinator.
8. Monitor class specific social media.
9. Perform other duties as assigned.

III. **Required Qualifications:**

Education: Bachelor's Degree or above required

Licensure or certification: Valid Driver's License

Experience: Experience in higher education in admission or students affairs is strongly desired.

Other skills important to this position:

- Excellent organizational and management skills
- The ability to interact with and develop strong relationships with a variety of people, groups, and institutions
- The ability to maintain a positive and fresh approach and attitude
- The ability to manage multiple, cross discipline, projects to meet required deadlines
- Excellent interpersonal and communications skills
- Strong team player
- Commitment to company values
- Basic computer proficiency

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 an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

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.