



Position Description

Job Title: Admissions Coordinator	
Department: Student Services	Date: May 2025
FLSA: Non-Exempt	Work Location: Auburn Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8:00am – 5:00pm
Reports to: Director for Admissions	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:**

The Admissions Coordinator will assist in all stages of the application process, from participating in off-campus and on-campus recruitment activities, to applicant interview days, and providing tours of VCOM and Auburn University campuses. They will give presentations; process admissions applicant files; update applicant statuses in admissions software; maintain organized and confidential applicant information, and interface with other departments within VCOM. In addition, they will assist the Director of Admissions with all daily activities, special projects, and perform various administrative duties. This position is the front-line contact for admissions of VCOM- Auburn and as such the candidate must be a superior communicator.

II. **Job Duties:**

1. Scheduling, preparing, and representing VCOM at various local and overnight recruitment events (fairs, presentations etc.)
2. Processing and maintaining admissions applicant files
3. Maintaining organized and confidential applicant information
4. Co-coordinating and preparing portions of interview day, preparing electronic interview packets for interviewers, providing driving and walking tours
5. Scheduling faculty and student interviewers
6. Answering admissions telephone calls and responding to general email account
7. Support meeting with prospective students and their families when visiting the campus, provide tours where necessary
8. Assisting in the execution and planning of two open houses annually
9. Maintaining knowledge of the college and osteopathic medicine
10. Assisting Application Services and senior Student Services staff with various administrative duties
11. Effectively communicating with the Office of Admissions staff on all four VCOM campuses and learning about the other campuses so the individual may answer general questions about all three VCOM campuses
12. Perform other duties as assigned.

III. **Required Qualifications:**

- Education: Bachelor's degree required.
- Licensure or certification: Valid driver's license.
- Experience:
 1. Superior communication skills – needs to make presentations, communicate face- to-face, via telephone, and in written forms with prospective students, current students, staff, faculty, and other constituencies in a professional and respectful manner
 2. Highly organized and detail orientated
 3. Ability to interact with and develop strong relationships with a variety of individuals, groups, and institutions
 4. Ability to maintain a positive and fresh approach and attitude
 5. Commitment to confidentiality
 6. Willingness to attend special events as needed (on and off campus) for recruitment of new students or obtain continuing education
 7. Computer proficiency in Excel, Word, PowerPoint, basic design software, and the ability to learn new computer programs as needed
 8. Flexibility and willing to perform multiple tasks as they arise
 9. Ability to problem solve, think and act quickly
 10. Ability to work in an environment with multiple daily interruptions.
 11. Previous recruitment experience preferred.

Skills required for this position:

- Excellent interpersonal and communications skills
- Strong team player
- Commitment to VCOM and the division's values
- Must have a valid driver's license and access to an automobile
- Self-starter

Preferences are given to candidates with experience in higher education or other professional/service environment; 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 zoom 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 15% to 20% 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 because it does not require 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.