



## Position Description

<b>Job Title:</b> Director of Admissions	
<b>Department:</b> Anesthesiology	<b>Date:</b> July 1, 2025
<b>FLSA:</b> Exempt	<b>Work Location:</b> Auburn Campus
<b>Employee Category:</b> Administrative Staff	<b>Work Schedule:</b> 8:00-5:00 M-F
<b>Reports to:</b> Dean, Master of Health Science in Anesthesia Program	<b>Percent Employment:</b> 100%
<b>Direct Reports:</b> None	

- I. Job Summary:** The Director of Admissions is responsible for all aspects of the admissions process, including developing and implementing recruitment strategies, shepherding students through the admissions process, facilitating and participating in candidate interviews, tracking and reviewing candidate applications, generating final admissions decisions, recruiting newly admitted students to enroll, and engaging in effective community outreach to expand the Program's excellent rotation in throughout the State of Alabama and Georgia.
- II. Job Duties:**
1. Assist in the development and maintenance of the Admissions, recruitment and marketing plans with the purpose of promoting the Program's viability and general recruitment efforts.
  2. Work closely with the VCOM and Bluefield University Marketing & Communications team to develop the overall marketing campaign for the Program and work strategically with the Program's constituents to ensure and integrated, engaging and effective identity.
  3. Organize and coordinate the annual Open House for prospective students and their families.
  4. Develop and oversee a Program visitation program (i.e. campus tours, etc.) for prospective students and their families.
  5. Develop and maintain a close working relationship with key recruitment constituents
  6. Develop and implement a regional recruitment program for undergraduate institutions, career transition professionals, and healthcare academic advisors.
  7. Plan, coordinate and manage Accepted Students Day
  8. Establish and publish criteria and notification process for admissions decisions status of students
  9. Evaluate and execute admission decisions on applicant files
  10. Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting and operational efficiency
  11. Perform intake interviews and new and prospective students when appropriate
  12. Organize the registration process for new students
  13. Assist Program Administration with orientation week for new students
  14. Perform other duties as assigned.

**III. Required Qualifications:**

The ability to orally communicate effectively with others, with or without the use of an interpreter is necessary. The ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aides or services is required. The ability to work cooperatively with colleagues and supervisory staff at all levels is required for the position. Good

interpersonal skills are required in order to interact well with the patients, physicians, student anesthetists, residents and other personnel. Proficient adult training skills are necessary. Proficient computer skills and familiarity with word-processing and spreadsheet software is required.

Education: Bachelor's degree in relevant area (advanced degree a plus)

Experience: Previous progressive leadership experience in high school or college admissions, school administration, or sales and marketing.

Other skills important to this position:

- Proven success in strengthening enrollment or membership or increasing market share by creating and implementing a systematic and strategic approach toward generation of new applicants or clients.
- Must have demonstrated evidence of development, management, communication and interpersonal skills.
- Excellent interpersonal and communications skills, excellent public speaking skills
- Strong team player
- Demonstrated capacity to render independent judgment and take responsibility for initiating and coordinating activities in support of recruitment and admissions required.
- Excellent verbal and written communication skills required.
- A valid driver's license and the ability to travel and work nights and weekends as necessary
- High level analytical and organizational skills and a demonstrated ability to plan strategically.
- Knowledge of Windows, Microsoft Office, Internet and basic website management and email required.
- Some travel required (*approximately 25% of time*)
- Requires excellent work and attendance record.
- Commitment to company values

**IV. Preferences:** Although not essential, preferences may be given to applicants who have the following skills or attributes.

- Familiarity with the healthcare professions and/or higher education

**V. 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: The incumbent may be exposed to short, intermittent or prolonged periods of sitting or standing in the performance of job duties. The incumbent may be required to accomplish job duties using various types of equipment and supplies including but not limited to, calculators, computer keyboards, telephones, writing utensils, etc. The incumbent may be required to transport oneself to other campus offices, conference rooms and other off-campus sites.

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

- I. **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. 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 faculty/ staff to maintain a positive attitude in all working relationships with all VCOM departments, employees, students, prospective students, and colleagues and to treat all others engaged in the duties of the employment, with mutual respect.