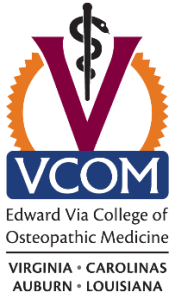


## Position Description



<b>Job Title:</b> Recruitment Specialist & Assistant to the Assistant Vice President for National Student Recruitment	
<b>Department:</b> Recruitment and Application Services	<b>Date:</b> April, 2026
<b>FLSA:</b> Non-Exempt	<b>Work Location:</b> Virginia Campus
<b>Employee Category:</b> Classified Staff	<b>Work Schedule:</b> 40 hours/week; Variable Schedule. Some weekends required
<b>Reports to:</b> Assistant Vice President for National Student Recruitment	<b>Percent Employment:</b> 100%
<b>Direct Reports:</b> None	

### I. Job Summary:

The Recruitment Specialist & Assistant to the AVP for National Student Recruitment supports the overall recruitment activities for VCOM's four osteopathic medical school campuses and for recruitment efforts for new programs which will fall under VCOM University of the Health Sciences (VUHS). This position is also responsible for activities to support the Assistant Vice President including compiling statistics, assisting with reports, organizing meetings and recruitment events, assisting in the execution of multiple aspects of the recruitment plan, and doing various clerical and support role tasks to keep the division running smoothly.

Recruitment programs this individual will be responsible for attending include private visits/presentations; attending college fairs in the southeastern region and nationally; interfacing with pre-health advisors and other constituent groups; organizing events on campus and through polycom/skype/zoom and social media to educate prospective applicants and advisors of VCOM's offerings.

Tasks related to data include executing reports on a regular basis; tracking and analyzing data from prior enrollments and national trends in conjunction with the Assistant Vice President to determine the priority schools to visit and those to target with virtual fairs and electronic communications in order to meet the college's recruitment goals. The Specialist and Assistant to the AVP must have the skills to establish and maintain long-term relationships with pre-health advisors as they provide feedback in the admissions process and strengthen recruitment efforts and to maintain contact and promote collaboration with members of the admissions staff on all four VCOM campuses.

### II. Job Duties:

1. Set up and executing recruitment visits including fairs, conferences, and private visits to pre-health classes in line with the recruitment plan.
2. Schedule and organize visits for the Assistant Vice President as well as for student ambassadors both for "in person" events as well as through polycom, skype, or zoom.
3. Work with the Directors of Admissions on each campus to collect data and compile reports.
4. Meet regularly with other members of the admissions team.

5. Assist the AVP in establishing long term relationships with pre-med advisors through mailings, phone calls and in-person meetings.
6. Plan events such as Virtual Fairs, Facebook live and similar events to promote VCOM and VUHS.
7. Create and post content to social media and work with vendors, the Vice President and VCOM marketing staff on digital advertising events
8. As part of a team which both recruits and processes applications, this role will be called upon to support the Application Services staff as needed during high volume periods.
9. Attend national and regional SNMA and LMSA conferences (and other conferences as appropriate) which include recruitment events and college fairs.
10. Provide support to the Assistant Vice President including setting up visits, completing expense reports, executing purchase orders, record expenditures, and tracking data.
11. Perform other duties as assigned

### III. Required Qualifications:

- **Education:** Bachelor's degree. Work experience in marketing, customer service or higher education desired.
- **Licensure or certification:** Driver's License

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
- 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
- Ability to manage confidential information
- Experience with social media and ability to work with digital advertising staff and media
- Computer proficiency

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

- Strong organization skills.
- 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.

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

Work environment: Office environment. Outside travel 60% 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 judgment 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, disability, or protected veteran status.

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.

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 for the institution may change the duties of my department or the need for the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals:**

Division Officer: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_