Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Admissions Coordinator</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Student Services</td>
</tr>
<tr>
<td>Hire Date:</td>
<td>March 1, 2020</td>
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<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
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<tr>
<td>Work Location:</td>
<td>Louisiana Campus</td>
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<tr>
<td>Employee Category:</td>
<td>Classified Staff</td>
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<tr>
<td>Work Schedule:</td>
<td>M-F, 40 hrs/wk,</td>
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<tr>
<td>Reports to:</td>
<td>Director for Admissions, Louisiana Campus</td>
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<tr>
<td>Percent Employment:</td>
<td>100%</td>
</tr>
<tr>
<td>Direct Reports:</td>
<td>N/A</td>
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I. Job Summary:
The candidate will assist with recruitment activities, the daily operations of the Office of Admissions, with new student interview days and related student services and admissions duties. Duties include, but are not limited to: representing VCOM at off-campus recruitment events; making presentations; touring students on the VCOM campus and University of Louisiana Monroe campus; updating applicant statuses in admissions software; assisting in executing the interview day; maintaining organized and confidential applicant information; interfacing with other departments within VCOM in regard to campus-wide activities; assisting the Director of Admissions and other members of the administration with daily activities and special projects; various administrative duties. This position is the front-line contact for admissions of VCOM Louisiana Campus.

II. Job Duties:
1. Scheduling, preparing for and representing VCOM at off-campus 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 the interview day, preparing electronic interview packets for interviewers
5. Answering admissions telephone calls and responding to VCOM Louisiana Campus general admissions email account
6. Meeting with prospective students and their families when visiting the VCOM Louisiana Campus, provide tours where necessary
7. Preparing for and assisting with student interview days
8. Providing tours of VCOM Louisiana Campus, and University of Louisiana Monroe campus on interview days
9. Assisting in the execution and planning of two open houses annually
10. Maintaining knowledge of the college and osteopathic medicine
11. Assisting the Director of Application Services and Student Services staff with various administrative duties
12. 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 four VCOM campuses
13. Perform other duties as assigned.
III. **Required Qualifications:**

Education:
- Bachelor’s degree. Equivalent experience may be considered as substitute for the complete degree; however, some college experience is required.

Licensure or certification:
- Valid Driver’s license.

Experience:
- Superior communication skills – ability 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.
- Highly organized and detail orientated.
- Ability to interact with and develop strong relationships with a variety of individuals, groups and institutions.
- Ability to maintain a positive and fresh approach and attitude.
- Commitment to confidentiality.
- Willingness to attend special events as needed (on and off campus) for recruitment of new students or obtain continuing education.
- Computer proficiency is spreadsheets, word processing programs and occasional basic design software, ability to learn new computer programs as needed.
- Flexibility and willing to perform multiple tasks as they arise. Ability to multitask.
- Ability to problem solve, think and act quickly.
- Ability to work in an environment with multiple daily interruptions.

Other skills important to 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: Although not essential, preferences may be given to applicants who have the following skills or attributes: Experience in higher education or other professional/service environment; presentation skills.

Preferences are given to candidates who have worked in academic environments.

**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 required to: sit for periods of time; use hands and vision for office equipment such as computers; speak/hear in communication with students and others; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds and to regularly drive a van or similar vehicle. The individual will also need to provide walking tours of the VCOM campus.

Work environment: Office environment. Outside travel required approximately 25%-30% of time. The noise level in the work environment is moderate to high as the office space is an open shared space.

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.

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 as a VCOM employee to be a person who follows 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 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.

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.

Employee Signature: ___________________________ Date: _______________
Approvals:

Immediate Supervisor: _____________________________ Date: _________________
Division Officer: _________________________________ Date: _________________
Campus Dean: ________________________________ Date: _________________
President/Provost: ___________________________ Date: _________________