

## Title: Director of Admissions



Burrell College of Osteopathic Medicine  
Las Cruces, NM

*"Para la gente, y el futuro! For the people, and the future!"*

### **Position Purpose:**

The Burrell College of Osteopathic Medicine (BCOM), a new private college of osteopathic medicine in Las Cruces, New Mexico, seeks applications from experienced and enthusiastic professionals for the position of Director of Admissions. This position demonstrates daily Burrell College of Osteopathic Medicine's value for respect, trust, integrity and commitment. This position is responsible for the management and supervision of admissions, recruitment, and related personnel. This position reports directly to the Vice President of Enrollment Services. This responsibility includes active involvement, *in a hands-on capacity*, in student recruitment, development and implementation of admissions processes, supervision of admissions, recruitment, and implementation of college/system policies related to admissions and academic records. The Director of Admissions works with all departments and programs and in particular, with BCOM marketing, to improve the processes of attracting and enrolling students to BCOM.

### **Essential Duties and Responsibilities:**

- Manage a successful recruitment and communication plan to enroll a qualified and diverse entering class by cultivating relationships with internal and external constituents
- Develop publications, exhibits, and electronic communications
- Offer presentations to prospective applicants at feeder schools and at professional meetings
- Promote BCOM and its programs by recruiting and providing information to prospective students
- Administer an enrollment plan that guides the work of the admissions office in meeting enrollment goals and in establishing a superior academic profile of the medical school's entering classes
- Implement a communications and visibility plan that strengthens the medical school's reputation with professional audiences and its attractiveness to prospective medical students
- Oversee evaluation of applicants
- Prepare admissions reports to guide strategic planning
- Execute marketing initiatives, manage constituent communications, oversee publications (print and electronic), and plan events to promote student recruitment
- Oversee the student registration/academic records processes
- Additional related duties.

### **Qualifications and Experience:**

- Bachelor's degree in a relevant field, plus 5 years related experience. Master's degree preferred.
- Knowledge of federal, state, and system legal regulations relating to students
- Proficient in word processing, spreadsheet development and use, database use, CRM use
- Effective leadership skills, strong oral and written communication skills
- Exceptional interpersonal skills in order to work well with potential applicants, advisors, etc.
- Ability to organize time, plan programs and large group functions
- Ability to articulate the value of an osteopathic medical education to a variety of constituencies
- Effective facilitation and conflict management skills, ability to respond to difficult situations calmly and with credibility

- Sensitivity to cultural, socioeconomic, and regional differences, particularly in the Southwestern US and Northern Mexico Border region
- Effective motivational skills, ability to maintain high energy level and enthusiasm for BCOM
- Respect for and ability to maintain confidentiality

**Note:** Applicants must currently be authorized to lawfully work in the United States on a full-time basis.

Applications will be accepted until position is filled, however, review of resumes is scheduled to begin immediately. Salary is commensurate with experience. EOE.

**Application materials should include:** cover letter, resume and names, addresses and phone number of three (3) professional references.

Applications will be accepted until the position is filled, and should be submitted by electronic submission (online application) to the BCOM Office of Human Resources, see link below or visit the Career Opportunities page on the BCOM website.

<https://bcomnm.org/online-application/>

*BCOM is an equal opportunity employer  
and values diversity in our faculty and staff as an important aspect of the educational process.  
BCOM encourages individuals with varied backgrounds and experience to apply.*