

Title: Admissions Advisor



Burrell College of Osteopathic Medicine
Las Cruces, NM

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

Summary:

The Admissions Advisor counsels prospective students on the medical school admissions process. The Admissions Advisor receives and evaluates application materials, makes admissions recommendations and coordinates communications and interactions between the college and applicants. The advisor notifies applicants of admissions decisions and coordinates with admissions, registrar and financial offices. The advisor assists prospective medical school applicants through the admissions process in an efficient, professional and supportive manner using the best practices in medical school admissions. The Admissions Advisor will coordinate interview day for prospective students and faculty. The Admissions Advisor must possess positive, high energy, exceptional communication skills, creativity and enthusiasm for an educational environment. The Admissions Advisor reports directly to the Assistant Director of Admissions.

Essential Duties and Responsibilities:

- Coordinate receipt and tracking of application materials and documents during application process; schedules admissions interviews for applicants; works collaboratively /communicates directly with Registrar, Academic Advisors, Student Services, and Financial Aid Office during admissions and registration processes.
- Assist Enrollment Services departments to coordinate, plan, and promote special admission on-campus events including graduate program information sessions, commencement and prospective student weekends; participates as an admissions representative during these events.
- Collaborate with Enrollment Services departments to complete and validate admissions/enrollment for prospective and current students.
- Evaluate admissions applications - review applications, evaluate credentials, conduct transcript audits, and make admissions decisions.
- Complete routine reports related to recruitment, projections, conversions, personal schedule, travel, special programs and/or expense reports.
- Maintain current knowledge of BCOM's academic, spiritual, recreational, social, extra-curricular, residential options and financial aid programs, and communicates this information to prospective students.
- Maintain a high volume of communication via email, traditional mail, social media and phone calls with prospective applicants of the college in order to establish a productive rapport between the applicant and BCOM.
- Attend and participate in weekly Enrollment Services staff meetings.
- Coordinate planning and executing 35+ interview days for medical school applicants, Enrollment Services staff and faculty.
- Maintain current knowledge of multiple CRM-based recruitment databases, and monitors student matriculation.
- Participate on appropriate BCOM committees.
- Work on periodic weekends, evenings, and travels locally.
- Encourage a healthy and productive relationship between Enrollment Services and other BCOM offices.

Education and Experience:

An equivalent combination of education, training, and experience will be considered:

- Bachelor's degree
- Experience with AMP or similar CRM or Admissions management system preferred.
- Experience working with students in an admissions-related environment preferred.
- Experience/ability in giving presentations to large groups preferred.

Knowledge, Skills, and Abilities which are not reflected in the competencies but are critical to the successful performance of the job. These may be representative but not all inclusive of those commonly associated with the position:

- Ability to communicate effectively, both in writing and orally.
- Ability to maintain a high degree of accuracy in data entry with minimal errors.
- Ability to manage multiple projects and work collaboratively.
- Ability to work efficiently under pressure and around deadlines.
- Ability to work independently.
- Ability to maintain confidentiality.
- Ability to provide excellent customer service to all stakeholders.
- Demonstrate a deep concern for others and the contributions they make to an organization.
- Possess both polished and inviting interpersonal and presentation skills.
- Possess a disposition that genuinely enjoys all people.
- Demonstrate openness to new ideas.
- Proficiency in MS Office
- Possess a valid driver's license and able to provide a clear driving record (pass a background check, for example no DUI/DWI, no outstanding warrants).

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.*