

Associate Director of Admissions for the College of
Osteopathic Medicine
Marian University

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Posted Dec. 18, 2023, set to expire Dec. 14, 2024

Job Title	Associate Director of Admissions for the College of Osteopathic Medicine
Department	Admissions
Institution	Marian University Indianapolis, Indiana
Date Posted	Dec. 18, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
Job Website	https://marian.peopleadmin.com/postings/3450
Apply By Email	
Job Description	

Position Title

Associate Director of Admissions for the College of Osteopathic Medicine

Job Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University is seeking an Associate Director Admissions for the College of Osteopathic Medicine to promote our Catholic Franciscan mission and identity by providing exceptional service to students, faculty, and staff by acting as the primary point of contact for all communication for the College of Osteopathic Medicine. Play a vital role in attracting and guiding prospective students in their journey towards a career in the health professions. Your passion for education, counseling, and

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recruitment will contribute to the continued success of our graduate health programs.

Essential Duties & Responsibilities:

- Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.
- Provide prompt and informative responses to inquiries from prospective students, offering valuable guidance throughout the application process.
- Efficiently process applications using AACOMAS and MU-COM supplemental applications, ensuring accuracy and adherence to established procedures.
- Strategically plan and participate in pre-health student recruiting events at various colleges, universities, graduate fairs, panels, and advisor visits, effectively promoting our graduate health programs.
- Represent Marian University's graduate health programs at regional and national conferences, as well as at Catholic, Franciscan, and independent colleges/universities, establishing strong connections within the academic community.
- Foster and maintain collaborative relationships with pre-health profession advisors, faculty program directors, and corporate partners, contributing to the growth and visibility of our programs.
- Develop and implement comprehensive communication and marketing plans to effectively promote the health professions and attract prospective students.
- Organize and execute engaging events for prospective and accepted students and their families, providing an exceptional experience that showcases the value of our programs.
- Create and manage a campus visit program, ensuring a seamless and informative experience for visiting students.
- Collaborate on targeted recruitment plans aligned with our strategic objectives.
- Oversee the student ambassador program, providing guidance and support to ambassadors in their recruitment efforts.
- Maintain an organized inquiry database, including conducting GRE searches and managing prospective student information.
- Develop and generate statistical reports to enhance operational efficiency and effectiveness, providing valuable insights for strategic decision-making.
- Stay abreast of current and future markets, identifying potential entry points and building networks and contacts to expand our reach.
- Provide supervision and guidance to the Coordinator of Graduate Health Professions, ensuring smooth workflow and effective collaboration.

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- Collaborate with the system administrator to ensure the application system is up-to-date, and assist in creating new documents, forms, and processes within the system.
- Schedule and facilitate osteopathic medical school interviews, leveraging technology such as Zoom to ensure a seamless interview day experience.
- Process decisions for both DO and biomedical sciences master's program applications, ensuring timely and accurate communication with applicants.
- Collaborate with various departments to ensure incoming students have fulfilled all matriculation requirements, facilitating a smooth transition into our programs.
- Actively participate in committees, contributing to the advancement of the graduate admissions process and overall university goals.
- Perform other duties as assigned, demonstrating flexibility and adaptability in a dynamic work environment.

Required Qualifications

Required Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in education, counseling, leadership, management, marketing, communications, or a related field.
- Preferred: Graduate degree in one of the above-mentioned disciplines.

Review of applications will begin immediately and continue until the position is filled. Applications require a current resume, responses to supplemental mission questions and contact information for three professional references.

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Preferred Qualifications

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

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<https://www.marian.edu/faith>

Physical Demands

Physical Requirements:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, equipment, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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