

**Position:** Director of Admissions

**Department:** Administration

**Reports to:** VP, Enrollment Management

**General Description and Purpose:**

American Canadian School of Medicine (ACSOM) is located in one of the world's most stunning settings, the Caribbean. Setting precedent as a non-profit working in unison with the Commonwealth of Dominica and local healthcare facilities, ACSOM makes access to medical education a top priority. ACSOM maintains a strong commitment to preparing excellent physicians through a clinically integrated curriculum, a large network of teaching hospitals, a thriving international student environment, traveling faculty from elite U.S. medical schools—such as Yale and Penn State—and specific integrated preparation for the U.S. and Canadian licensing exams.

**Job Summary:**

The Director of Admissions will be responsible for overseeing the admissions process for the organization. The Director will lead a team of admissions staff and work closely with other departments to ensure that the organization meets its enrollment goals. The Director will also be responsible for developing and implementing strategies to attract and enroll a diverse and talented student body.

**Duties and Responsibilities:**

- Develops and implements strategies to attract and enroll a diverse and talented student body.
- Works with prospective students throughout the admissions process delivering a world-class experience that creates affinity with the prospective student and increases the likelihood of attending ACSOM.
- Leads and manages the admissions team, including hiring, training, and performance management.
- Accountable for training admissions staff and other ACSOM colleagues in delivery of effective communications to increase engagement with prospects and yield of admitted students.
- Develops and implements policies and procedures to ensure that the admissions process is fair, transparent, and efficient.
- Collaborates with other departments, such as marketing and financial aid, to ensure that the admissions process is aligned with the organization's overall enrollment goals.
- Manages relationships with key stakeholders, including prospective students, parents, high school counselors, and community organizations.
- Develops and manages the admissions budget to ensure that resources are used effectively.
- Develops and implements data-driven strategies to increase the number and quality of applications and enrollments.
- Works in collaboration with VP, Enrollment Management and other leaders to develop key performance indicators (KPIs) and associated reporting to measure effectiveness of admissions initiatives (events, conferences, webinars, etc.); mines data within the HubSpot CRM for admissions needs.
- Reports out to institutional stakeholders on performance metrics and identifies opportunities for enhancement of admissions activities.

- Uses data to identify areas for improvement in the admissions process and implement changes to improve efficiency and effectiveness.
- Stays current on best practices in admissions and higher education enrollment management.
- Serves as admissions lead at or identifies staff to represent ACSOM at admissions events, such as college fairs, campus visits, and conferences.
- Cultivates relationships with pre-med advisors to grow prospective student pipeline; works with select institutions to create articulation agreements or pathways for students to apply to ACSOM.
- Conducts interviews with prospective students as needed and submits recommendations to the faculty admissions committee.
- Works in collaboration with the VP, Enrollment Management and other leaders to develop strategies and campaigns to build engagement and drive applications.
- Serves as moderator or identifies staff to act as moderator for virtual admissions events such as webinars. Works with internal colleagues to help set logistics, including panelists, for events.
- Develops processes, playbooks, workflows, and scripts for engaging with prospective students.

**Qualifications:**

- Bachelor's degree in a relevant field, such as marketing, education, or a related field. Master's degree preferred.
- Minimum of 7-10 years of experience in admissions, enrollment management, or a related field.
- Demonstrated ability to lead, manage, and mentor a team.
- Strong strategic thinking skills and experience in developing and implementing enrollment strategies.
- Excellent communication skills, including the ability to communicate complex information in a clear and compelling manner.
- Strong data analysis skills and experience in using data to inform decision-making.
- Experience in developing and managing budgets.
- Experience reporting out metrics to institutional leadership and other stakeholders.
- Knowledge of best practices in admissions and higher education enrollment management.
- Strong customer service skills and experience in managing relationships with stakeholders.
- Commitment to diversity, equity, and inclusion in higher education.

American Canadian School of Medicine provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.