

Position: Enrollment Coordinator

Department: Marketing and Communications

Reports to: Director of Enrollment and Collaborations

General Description and Purpose:

American Canadian School of Medicine (ACSOM) is a new medical school 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 Enrollment Coordinator will create interest among prospective students seeking medical education opportunities, provide information and follow up for students considering application to ACSOM and give advice and support to applicants in the admission, enrollment and onboarding processes.

Duties and Responsibilities:

- Create awareness and interest among students by providing information and making presentations to individual students, student groups, clubs, career fairs and conferences, using approved resources and technology
- Communicate and follow up with ACSOM leads and inquiries to recruit and enroll prospective students; supply timely and accurate information and advice on admission standards and requirements, education program requirements and financial options
- Maintains high level of institutional knowledge to effectively advise prospective students.
- Cultivate relationships with student influencers and identify potential for articulation agreements with institutions.

- Support, promote and develop the admission and enrollment processes by identifying and achieving goals, developing relations with university and college student advisors, and by effective planning and collaboration with ACSOM staff and representatives.
- Document interactions with prospective students, (active and inactive), maintain up-to-date student records on ACSOM HubSpot and CRM.
- Actively follows admissions processes and make recommendations for process improvements and departmental efficiency.
- Any other related duties.

Qualifications:

- Bachelor's degree in education, Marketing, Communications, Business or related field
- Prior experience in Admissions, Student Services, HR, Recruiting or Advising in higher education setting is highly desirable
- Excellent organizational and interpersonal skills,
- Attention to detail strong work ethics, flexibility, resilience,
- Strong verbal and written communications skills
- Knowledge of prerequisites for admission, curriculum and graduation requirements
- Ability to gather data, prepare reports and make presentations.
- Proficiency with Microsoft Office, Google Suite and CRM software, HubSpot.
- Availability to work at a home office, travel locally, regionally and nationally.

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

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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.