Admissions Counselor (Part-time)

Oregon College of Oriental Medicine (OCOM) is a nonprofit educational institution in Portland, Oregon that trains master’s and doctoral students in acupuncture and Chinese medicine.

We are seeking a Part-time Admissions Counselor to join our staff. Our state-of-the-art campus is a LEED Gold certified remodel of a historic hotel building in downtown (Old Town Chinatown) Portland. There is easy access to the MAX Light Rail, other mass transit, and cycle paths, and the beautiful Willamette River and Tom McCall Waterfront Park are just a block away.

The Part-time Admissions Counselor has primary responsibility to recruit and admit top-tier candidates to OCOM’s master’s and doctoral programs, assisting applicants in every stage of the application process. You will cultivate relationships with prospective students; scheduling and leading campus tours; scheduling complementary clinic appointments for applicants; participating in Admissions interviews; and greet and take attendance for new students at a three-day intensive orientation to the college. You will represent OCOM at graduate, health, and career fairs, informational sessions, and outreach opportunities, as well as complete minor logistical support before and after each event. The Part-time Admissions Counselor will perform administrative support for the Office of Admissions as needed. You also get to use your creativity to plan celebrations. This position requires a strong ability to multi-task, a high level of attention to detail and excellent communication and customer service skills.

Education and Experience

- Bachelor’s degree or related experience is required
- Three years’ sales, marketing or recruiting experience is required
- Experience managing a database is required
- Experience in an admissions office at an institution of higher education strongly preferred
- Extensive experience in public speaking and delivering business presentations to both small and large groups is preferred
- Experience in recruiting adult students for specialty programs – medical or graduate level is preferred
- Social marketing skills strongly preferred
- Experience with acupuncture and Chinese medicine strongly preferred

Local travel is required, approximately 40 hours per year; must have valid driver license or other suitable arrangements. This position is budgeted for 24 hours per week with a pay range of $17–21 per hour.

To Apply

Email cover letter and resume (.pdf format only) to HR@ocom.edu by July 7, 2016. In your cover letter, please answer the following questions: 1) Where did you see this job posting? and 2) How would your personality make this a successful role for you as a Part-time Admissions Counselor?

Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Joyce Gates, 75 NW Couch Street, Portland OR 97209, or HR@ocom.edu.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

ocom.edu

The science of medicine, the art of healing®