



OREGON COLLEGE *of* ORIENTAL MEDICINE

ocom.edu | 75 NW Couch Street, Portland, OR 97209 | 503-253-3443

Director of Graduate Program Admissions

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. You'll also enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; operating two teaching clinics, providing affordable care for patients and hands-on experience for student interns; and conducting acupuncture and Chinese medicine research. *For more information about the college, please visit ocom.edu.*

We are seeking a **Director of Graduate Program Admissions** to join our academic team.

Position Summary

The Director of Graduate Program Admissions is responsible for providing leadership to the Office of Admissions for the purpose of meeting OCOM's enrollment goals through the use of Strategic Enrollment Management. The Director of Graduate Program Admissions oversees the college's admissions process for the master's and doctoral programs, from lead management, throughout the application and admission process up to matriculation. The Director maintains the Admissions Policies and Procedures Manual, and continuously provides awareness of current best practices to the Office of Admissions

The salary range for this role is \$55,000-61,000 depending on experience.

Essential Functions

Mission and Goal Setting – Aid in efforts with the Vice President of Communications and Academic Services (VPCAS) in the development of a department mission statement, including short-term and long-term team goals.

Strategic Enrollment Management (SEM) – Continue to carry out the college's Strategic Enrollment Management plan and complete and report on assigned SEM Projects. Develop, analyze, and implement effective assessment tools to measure effectiveness of recruiting techniques.

Leadership – Show excellence in leadership to Admissions Team and oversee all aspects of the admissions processes for the master's program. Recommend updates, revisions, and best practices to the VPCAS. Keep the Admissions Policies and Procedures Manual updated – a guide to Admissions for the college.

Management – Oversee and facilitate the day-to-day functioning of the Office of Admissions. Supervise the Admissions staff, facilitating individual meetings, providing constructive feedback, and holding members accountable through the Performance Planning and Review process.

Recruitment and Outreach – Actively recruit prospective students on behalf of OCOM, both on-campus and off-campus. Travel to local and regional college recruitment events including scheduling independent school visits. Create connections to programs that align with acupuncture and Chinese medicine interests.

Continued

Schedule and lead on-campus tours, serving as the first contact and overall face of OCOM, showing prospective students around campus, and actively building relationships.

Admissions Events – Work with Admissions Team and OCOM faculty, staff, and students in updating, scheduling, and hosting on-campus and virtual/web-based “Discover OCOM: Admissions Seminars” for prospective students.

Database – Work alongside Admissions team members and college staff to utilize the SIS database (Populi) to better serve the needs of our application, recruitment, and reporting processes.

Lead Management – Maintain an active lead pool for first professional and postgraduate programs, working each lead from prospect status to matriculation.

Transfer, International, Advanced Standing, and Veterans Affairs (VA) Students – Work each Transfer, International, Advanced Standing, and VA leads for both the master’s and doctoral programs throughout all stages of admissions up until matriculation.

Scholarships – Work closely with the Director of Financial Aid, Director of Annual Giving, and Financial Aid and Admissions Coordinator in the creation and advertising of incoming scholarship opportunities for the master’s and doctoral programs.

Admissions Committee – Lead the Admissions Committee in their responsibilities of conducting admissions interviews, making admissions decisions, and evaluating the process for selecting new students.

Reports – Provide reports with current statistics to the VPCAS and other administrators directly associated with enrollment management, marketing, and student recruitment; Provide reports and statistics, chair committees, and serve as needed for questioning during accreditation site visits and self studies.

Publications – Work closely with the VPCAS on master’s and doctoral recruitment materials including Admissions presence via website, viewbook, flyers, messaging, and communication plans.

Constant Contact Newsletter – Oversee and work with the Admissions Counselor responsible for the creation, content, and selection of graphics for the Admissions Constant Contact e-newsletter to be edited and distributed by the college’s Publications Coordinator.

New Student Orientation (NSO) – Collaborate with Director of Student and Alumni Affairs and other departments in the development of NSO in-person and online lessons via college database (Populi). Create, organize, and oversee the New Student Kick-off evening event. Participate in and coordinate and lead various NSO activities.

Training and Professional Development – Lead the Office of Admissions in bi-annual planning retreats (Fall and Spring) for goal setting and team development.

Community – Proactively step into the roles of any admissions position as needed to perform duties when team members are ill, away from the college, or in need of extra help. Such responsibilities include: mailings, phone calls, data entry, and files. Complete administrative support for the Office of Admissions as needed, using creativity and prioritizing skills within lead management to cultivate successful yield results.

Projects – Actively take on new projects as requested by Vice President of Communications and Academic Services or College President.

Knowledge, Skills, and Abilities

- Knowledge of admissions processes is required
- Exceptional verbal, written, and interpersonal communication skills is required
- Ability to establish rapport with potential candidates and their family members is required
- Strong attention to detail is required
- Demonstrated regular, punctual attendance is required
- Exceptional computer skills is required
- Strong ability to multi-task and work in a fast-paced environment is required
- Excellent skills in goal setting prioritization, and meeting deadlines is required

Continued

- Professional, confident demeanor is required
- Strong work ethic required
- Ability to learn and process information both quickly and accurately is required

Education and Experience

- Bachelor's degree in Higher Education required; master's degree in Higher Education or a related field is preferred
- Three years' experience recruiting students required; experience in an admissions office at an institution of higher education is required
- Two years of experience directly managing the work of others is required
- Experience in planning enrollment strategies is required
- Experience in recruiting students for specialty programs — medical or graduate level is preferred
- Experience with acupuncture and Chinese medicine or integrative medicine is a plus

To Apply

Email cover letter and resume (.pdf format only) to **HR@ocom.edu**. In your cover letter, please answer the question, "How would this position at OCOM fit with your long-term professional goals?"

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: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or **titleix@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.