

**Associate Director of Admission - Worcester/ Manchester/ Online
MCPHS University
Worcester, MA campus**

For nearly 200 years, MCPHS University, formerly known as Massachusetts College of Pharmacy and Health Sciences, has been at the forefront of innovation in the healthcare world. We take pride in our history, and are motivated by a curiosity about the future. That's why we are constantly updating our state-of-the-art labs, innovating our curriculums, and adding programs to coincide with the needs of an ever-changing healthcare landscape.

Faculty and staff continue to bring their talents and skills to MCPHS University to contribute to our mission of guiding and supporting students toward successful and sustainable careers in healthcare. Whatever position an employee holds, their efforts make an important impact on the overall quality of campus life. Employees are an integral part of a community that is proud of its heritage and the accomplishments that make MCPHS University a first-class educational institution.

Responsibilities:

The Associate Director of Admission is responsible for the management of Assistant Directors of Recruitment. The role focuses on the strategy and execution of recruitment and yield for the academic programs on the Worcester and Manchester campuses, in addition to generating leads and meeting enrollment targets for an increasingly competitive market in an ever-changing landscape. Responsibilities include the following:

- Oversee recruitment, selection, and enrollment to various academic programs on the Worcester campus.
- Manage a staff of 5-10 Admission personnel.
- Develop, plan, facilitate and participate in local, regional, and national recruitment events.
- Assist with on-campus events for prospective applicants (including information sessions and Open Houses).
- Develop an outreach/follow-up strategy to improve conversion and yield.
- Work collaboratively with the Director of Admission to establish an aggressive plan to meet enrollment targets.
- Extensive relationship-building with prospects and Health Profession advisors
- Establish new recruiting pipelines and create new recruiting venues for reaching prospects.
- Review, evaluate and pre-screen applications.
- Prepare weekly admission enrollment reports.
- Work closely with Student Financial Services on arability initiatives.
- Collaborate with *academic programs* to identify unique features/program attributes.
- Work with marketing department for social networking initiatives (Facebook, twitter, Instagram)
- Evening and weekend work required as needed.

Additional responsibilities may be assigned by the supervisor.

Qualifications:

Required:

- A minimum of a bachelor's degree; a master's degree preferred
- A minimum of three to four years of demonstrated experience in admission recruiting (preferably with use of a CRM) along with management experience
- Supervisory experience
- Excellent communication and presentation skills
- Strong interpersonal skills
- Ability to communicate and market programs across all campuses
- Ability to work in a fast-paced environment, set priorities and meet deadlines
- Ability to thrive in a customer service role
- Ability to work evenings and weekends as needed

To apply, please visit <https://careers-mcpchs.icims.com/jobs/3076/associate-director-of-admission---worcester--manchester--online/job> Attach a cover letter and a resume. No phone calls, please. Principals only. Finalist candidate(s)

for this position will be subject to a pre-employment background check as a condition of employment. MCPHS University is an equal opportunity employer. Applicants who would enrich the University's diversity are welcome to apply.