

Position Description

Job Title: Director of Admissions	
Department: Anesthesiology	Date: April 1, 2025
FLSA: Exempt	Work Location: Carolinas Campus
Employee Category: Administrative Staff	Work Schedule: 8:00am-5:00pm, M-F
Reports to: Program Director, MHSa Carolinas	Percent Employment: 100%
Direct Reports: None	

- I. Job Summary: The Director of Admissions is responsible for all aspects of the admissions process, including developing and implementing recruitment strategies, shepherding students through the admissions process, facilitating and participating in candidate interviews, tracking and reviewing candidate applications, generating final admissions decisions, recruiting newly

cooperatively with colleagues and supervisory staff at all levels is required for the position. Good interpersonal skills are required in order to interact well with the patients, physicians, student anesthetists, residents and other personnel. Proficient adult training skills are necessary. Proficient computer skills and familiarity with word-processing and spreadsheet software is required.

Education: Bachelor's degree in relevant area (advanced degree a plus)

Experience: Previous progressive leadership experience in high school or college admissions, school administration, or sales and marketing.

Other skills important to this position:

Proven success in strengthening enrollment or membership or increasing market share by creating and implementing a systematic and strategic approach toward generation of new applicants or clients.

Must have demonstrated evidence of development, management, communication and interpersonal skills.

Excellent interpersonal and communications skills, excellent public speaking skills

Strong team player

