

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Part-Time Admissions Officer
Location:	Grand Rapids
Department:	37000 - Pharmacy Deans Office
Advertised Salary:	\$17.00 - \$18.50 per hour. Salary commensurate with education, experiences and other requirements.
FLSA:	Non-Exempt
Temporary/Continuing:	Temporary
Part-Time/Full-Time:	Part-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	At Will
Summary of Position:	<p>This is a part-time, temporary, 2-year position (up to 28 hours per week) that will work closely with the College's newly implemented Social Media Marketing campaign. The Admissions Officer will report to the Assistant Dean of Academics, Practice and Admissions. The position will support the admissions process of the College of Pharmacy through applicant enrollment. The position requires substantial contact with applicants, both internal to the University and from external colleges and universities from Michigan, out of state, and internationally. The Officer will work closely with the Assistant Dean and the College's Admissions Committee to implement a contemporary admissions strategy that is holistic and focused on the student applicant. Direct contact with applicants will require effective interpersonal and communication skills. Event planning and participation in recruitment events will be required and may involve evenings and weekends and regional travel. Effective interface with the PharmCAS application portal will require computer skills and a working knowledge of the portal. The Admissions Officer will be expected to have a working knowledge of the College and its curriculum and be able to properly triage inquiries to the Assistant Dean, Admissions Coordinator, and</p>

	<p>Admissions Committee Chair.</p> <p>The anticipated start date of this position is October 2023. However, this is an anticipated date and can be revised if needed.</p>
Position Type:	Staff
Required Education:	<p>Requires a bachelor's degree in a related field.</p> <p>The requirements listed are representative of the knowledge, skill, and/or ability required. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities may be considered. Equivalency for education is two years of full-time related work experience equals one year of education.</p>
Required Work Experience:	One year experience in a fast-paced office heavily reliant on customer satisfaction and excellent communication. Ability to demonstrate proficiency in MS Office Suite, CRM, marketing, and record systems.
Required Licenses and Certifications:	N/A
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Moving • Sitting • Standing
Additional Education/Experiences to be Considered:	<p>Experience with admissions or student enrollment services. Previous Banner experience. Reliability and the ability to work autonomously are essential. Knowledge of the admissions process, excellent oral and written communication skills, and the ability to work in a team environment will be vital.</p>
Essential Duties/Responsibilities:	<p>Respond to inquiries and advise prospective students/applicants regarding admission requirements, admissions policies and procedures by telephone, correspondence, email, virtual forums, and in person</p> <p>Position located in Grand Rapids but there will be occasional work in Big Rapids</p> <p>Independently prepare, maintain, and/or interpret various records, correspondence, documents, and files</p> <p>Assist in processing application materials and maintains admissions records</p> <p>Prepare, send, receive, analyze, and interpret a variety of student</p>

	<p>documents ensuring completeness, confidentiality, and accuracy</p> <p>Provide excellent customer service, resolve issues that may arise, and anticipate issues before they occur</p> <p>Answer telephone, email, and text messages promptly and with accuracy</p> <p>Plan, schedule, and attend recruitment events and health professions fairs</p> <p>Responsibly address sensitive and confidential matters with an understanding of FERPA protected communications</p> <p>Support the admissions team's efforts to grow applicants and enhance the yield rate</p> <p>Perform all duties in compliance with applicable University policies and procedures and state and federal requirements</p> <p>Consult with the Assistant Dean regarding policies, processes, and unique applicant issues</p> <p>Provides support for quality assurance for the Admission Committee</p> <p>Any other duties assigned within the position classification area.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members.</p>
Marginal Duties/Responsibilities:	<p>Represent the College of Pharmacy at recruitment events and health professions fairs</p> <p>Staff evening and weekend recruitment events</p> <p>Perform other duties as assigned</p>
Skills and Abilities:	<p>Operate office equipment such as copier, printer, and computers</p> <p>Possess strong interpersonal, and organizational skills with attention to detail and accuracy</p> <p>Excellent working knowledge of computer databases, Microsoft Office and applications</p> <p>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</p> <p>Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.</p>
Required Documents:	<ul style="list-style-type: none"> • Cover Letter • Resume • Unofficial Transcript 1
Optional Documents:	
Special Instructions to Applicants:	Unofficial Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Bachelor's degree.

	Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.
Initial Application Review Date:	September 11th, 2023
Open Until Position is Filled?:	True
Posting Close Date:	
Contact Information:	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at fsujobs@ferris.edu .
EEO Statement:	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at ferris.edu . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement .