



Employment Opportunity

Rosalind Franklin University of Medicine and Science (RFUMS) is a national leader in interprofessional medical and healthcare education, and is presently composed of four Schools, the Chicago Medical School, College of Health Professions, Dr. William M. Scholl College of Podiatric Medicine and School of Graduate and Postdoctoral Studies. The University is now establishing a new College of Pharmacy. The University is located on an attractive 85-acre campus in the North Shore suburban area of Chicago. Rosalind Franklin University serves about 1,805 students. It is supported by 263 full- and part-time faculty and 399 staff members. Founded in 1912, Rosalind Franklin University has educated more than 15,000 medical and advanced health sciences degree graduates in the United States and worldwide.

Position Number 538
Position Title Assistant Director of Recruitment
Department Division of Student Affairs and Enrollment Management
Classification Grade 13, Exempt, Full-time
Posted November 25, 2009

NOTE Background Investigation Required

Position Purpose

The Assistant Director of Recruitment will be responsible for attracting, tracking and marketing RFUMS programs of study to prospective students. These tasks are accomplished by coordinating and attending recruitment events both on and off-campus. The Assistant Director will visit pre-health professions advisors and guidance counselors of colleges and high schools at their campuses to promote referral of prospective students to RFUMS. He/she will be responsible for growing the prospective student database and converting prospective students to candidates for admission.

Essential Duties and Responsibilities

Develop strategies; plan and attend recruitment events off-campus to attract prospective students – Heavy travel commitment is essential.

- Meet with health professions and guidance counselors of colleges and high schools to promote referral of prospective students.
- Assist the Director of Admissions and Recruitment and Admissions Officers in the development, coordination and performance of admissions activities, such as the Open Houses and other specialized on-campus activities
 - a) Conduct campus visit programs
 - National Youth Leadership Program (annually)
 - LeadAmerica (annually)
 - Open House (quarterly)
 - High school visits as coordinated by Feet First Museum
 - Prospective student visits (non-interview)
- Assist the Admissions Counselors with tracking of prospective students and statistical studies related to recruitment.
- Attend professional conferences and meetings on- and off-campus
- Maintain consistent follow up with prospects via email, postcards, phone calls, etc.
- Work with RFUMS Marketing team to identify marketing needs and develop materials
- Assist in the admission processes as warranted; counsel and tour prospective students.
- Work with Associate Vice President of Student Affairs and Enrollment Management and Executive Director of Alumni Affairs to develop relationships with alumni recruiters and potential donor referrals; assist in alumni and potential donor activities on- and off-campus as required
- Perform other appropriate duties as assigned by the Director of Admissions and Recruitment.

Minimum Qualifications

- Masters degree in Student Personnel or Higher Education or related field with one to two years in an admissions office preferred;
- Bachelors degree with equivalent work experience in higher education will be considered;
- Outstanding organizational and networking skills required;
- Ability to give interactive and engaging verbal presentations to large and small groups of various age ranges;
- Ability to travel extensively, locally and nationally;
- Marketing and public relations experience necessary;
- Possess a strong foundation in student development theory, higher education administrative support structures and higher education law;
- Knowledge of admissions and recruiting strategies and legal and ethical considerations in enrollment;
- Highly developed project management experience, including events planning, marketing and implementation concepts and techniques;
- Ability to work with diverse student populations;
- Knowledge of current trends, issues and policies affecting students;
- Ability to analyze complex issues and develop appropriate goals and strategies for solution;
- Knowledge of applicable University, state and federal laws, regulations, policies and procedures;
- Strong judgment, interpersonal, communication and presentation skills;
- Proficiency and knowledge of personal computer applications and applicable information technology applications for Student Affairs administration;
- Proven ability to lead in a changing environment.
- Selected candidate must achieve positive results of background investigation and have the mental and physical capabilities to perform the essential functions of the position with or without reasonable accommodation. Work is of a light physical demand in an office setting with duties being performed while sitting, standing, or occasionally stooping. Heavy travel is essential.

Application Procedures

To express your interest in being considered for this position, you must email your resume and cover letter to the Human Resources Department at employment@rosalindfranklin.edu. The position number and title must be indicated in the "subject" line. Expressions of interest in employment are not accepted by fax, US Mail or personal submission through Human Resources or employees of the University. All inquiries regarding employment are to be submitted to employment@rosalindfranklin.edu.

Please visit us at www.rosalindfranklin.edu

***Rosalind Franklin University of Medicine and Science is an Equal Opportunity/Affirmative Action Employer.
The administration, faculty and staff embrace diversity and are committed to attracting qualified candidates
from historically underrepresented groups.***