

Director of Admissions - Canada
Trinity Medical Science University

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Posted Oct. 29, 2018, set to expire Feb. 28, 2019

Job Title	Director of Admissions - Canada
Department	Trinity School of Medicine
Institution	Trinity Medical Science University Toronto, Ontario
Date Posted	Oct. 29, 2018
Application Deadline	Dec. 1, 2018
Position Start Date	earlier
Job Categories	Director/Manager
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	http://www.trinityschoolofmedicine.org
Apply By Email	sallyaw@tusom.org

Job Description

Director of Admissions - Canada (Recruiting qualified applicants)

Essential Job Description: The Director of Admissions - Canada (DA) will be based in Toronto, Canada with all of Canada as the geographic region of accountability for recruiting prospective applicants to the Trinity School of Medicine (TSOM) and report directly to the Executive Director of Admissions. The DA is responsible for recruiting, interviewing and communicating with the regional candidates prior to and after acceptance to TSOM, assuring quality and continuity of service from the admissions office and working closely with the Admissions Coordinator and other team members to keep the central applicant database up-to-date, correct and complete for ongoing use and periodic reporting. This position requires the ability to travel freely and may include some weekend work periodically, trips to St. Vincent and the Grenadines, Atlanta, Georgia and Baltimore, MD.

Essential Recruiting Responsibilities:

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- Work out of the Toronto office.
- Visit undergraduate institutions within assigned region focusing on, but not limited to, calling on Pre-med health advisor and presentations to pre-med clubs for recruitment purposes.
- Publicize TSOM events in assigned geographic region.
- Participate in national and regional information seminars and presentations for potential applicants to TSOM. Responsible for setting up information seminars and interviews in assigned region. Work in conjunction with the VP Enrollment & Communications to meet attendance goals through a combined marketing effort.
- Participate in regularly scheduled Webinars and Interview days as arranged by the VP Enrollment & Communications or the recruiting and admissions coordinator.
- Based on historical data and analytics provided by the VP Enrollment & Communications or their designated associate, determine tier 1, 2 and 3 schools within the region and update the tier each year to focus recruiting and marketing efforts accordingly. Set up and host regional seminars based on the tier of the schools in the region as approved by the Executive Director of Admissions.
- Represent TSOM at career / health fairs within assigned region and nationally.
- Attend selected professional meetings and conferences as approved by supervisor.
- Serve as contact and resource person for all prospective and accepted students in the assigned region.
- Keep recruitment locations stocked with marketing materials.
- Interview perspective applicants.

Essential Admissions Team Responsibilities:

- Set and meet quarterly recruitment goals for activities and new applicants added to the central database in keeping with the institutional goals as determined by the Executive Director of Admissions.
- Keep records of recruitment activities and all the new contacts generated must be added to the CRM database directly by DA. Recruitment activities will be tracked via CRM with the ability to generate progress reports according to a regular schedule and/or as requested by management.
- Follow up with contacts provided by the central office and track all applicants from the assigned region through the enrollment process all the way through the transition to Basic Sciences in St. Vincent. Again, all applicant records must be maintained in the central CRM database only.
- Contribute ideas to the development of regional marketing materials and maintain inventory of marketing materials as needed for distribution in assigned territory.
- Update and maintain assigned regional CRM database, and coordinate with the Admission Team to align strategies and messaging.
- Accepts all other duties as assigned by Executive Director of Admissions or designated supervisor.
- Conduct interviews as set up personally or by the Marketing team.
- An internal coordinator will provide much of the day to day activities for student transition post

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acceptance working with the DA as a team. However, the DA is responsible for student matriculation post acceptance within the assigned region. Both the internal coordinator and the DA will update the CRM database for each communication with prospective students and will coordinate efforts and strategies throughout the process.

- Attend the welcome initiatives in St. Vincent at the start of each term to welcome the students from the assigned region to Trinity.

Required Knowledge, Skills and Abilities:

- Professional public speaking and presentation skills
- Proficient in written and verbal communication
- Able to interact with graduate level faculty, staff and students
- Basic working knowledge of Medical Education, both in the pre-med undergraduate years and in medical school
- Motivated self-starter able to successfully set and meet goals and to perform periodic self-assessments to improve performance
- Flexible schedule for evening and weekend availability
- Computer proficiency utilizing MS Office, CRM, PowerPoint and Excel
- o CRM training can be provided based on current knowledge.
- Willing and able to travel regionally and internationally

Required Credentials

- Valid driver's license with clean driving record, reliable transportation
- Valid Passport must be attained if not currently in possession.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Sally Wilson
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