



The West Virginia School of Osteopathic Medicine



ADMISSIONS COUNSELOR

Duties & Responsibilities: The purpose of this position is to facilitate and implement regional and national recruitment of prospective medical students through visits to colleges, universities, fairs, conferences, and throughout the community, and serve as an advising contact for prospective students, career services personnel, and pre-medical advisors, about the West Virginia School of Osteopathic Medicine and the osteopathic medical profession through mailings, e-mail, telephone inquiries, presentations, on-campus tours and recruitment visits, open house events, and other community outreach programs.

Requirements: Bachelor's degree, at least one year of related experience, ability to communicate effectively both verbally and in writing, excellent interpersonal skills, extensive travel and irregular hours required. This position does require a valid driver's license and a willingness to travel by airplane. Good computer skills, with experience in Banner preferred.

Position: This is an exempt, classified position at a pay grade 16. Entry level salary is \$28,821 with an excellent benefits program.

Application: Qualified applicants should send a cover letter, current resume, transcript and a list of five references and their contact information to include addresses, e-mail, and phone numbers to Leslie Bicksler, Director, Human Resources. Applicants are encouraged to send application packets via e-mail lbicksler@osteo.wvsom.edu. Material that cannot be e-mailed may be sent to Leslie Bicksler, WVSOM, 400 North Lee Street, Lewisburg, WV 24901. Applications are considered confidential, and references are contacted later in the search process. The search committee will begin its review of applications upon receipt and until the position is filled.

West Virginia School of Osteopathic Medicine is an equal opportunity employer and is committed to enhancing diversity among its faculty and staff.