



SCHOOL OF SCIENCE AND MATHEMATICS DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES

Job Description Enrollment Specialist

POSITION SUMMARY

The Enrollment Specialist works closely with and provides direct administrative support to the Admissions Director at a graduate professional academic program. This includes, but is not limited to receiving and reviewing applications, counseling and corresponding with applicants and potential applicants, planning and facilitating Multiple Mini Interview (MMI) days, training and certifying raters, producing routine correspondence, reports, and projects as assigned.

ESSENTIAL FUNCTIONS

- Receives Centralized Application Service for Physician Assistants (CASPA) applications and conduct initial reviews.
- Notifies candidates, takes deposits, creates and maintains files for each accepted applicant.
- Answers inquiries received via email or phone.
- Meets with potential applicants to inform them about the MCPA Program and counsels current and prospective applicants on competitiveness of their application.
- Consults with the Director of Admissions in review, screening, and selection of potential applicant interviewees.
- Plans and implements the Multiple Mini Interviews (MMI), including applicant notification of interview, facilities, materials, and availability of MMI raters.
- Recruits MMI raters, trains future raters, and schedules raters for MMI day.
- Notifies applicants of their status post-interview and conducts feedback meetings as requested.
- Maintains records and awareness of current application cycle standings.
- Answers questions and keeps applicants informed of any missing documents, transcripts, etc. during the application process.
- Updates databases on matriculants including GPA, GRE scores, academic history, and contact information.
- Notifies the Graduate Admissions office in a timely manner of accepted applicants including sending all original transcripts and CASPA applications.
- Organizes and relays information needed to new students for orientation, class registration, and items needed by the Program start date.
-

- Assists the Preclinical Director with planning and implementing of New Student Orientation, as well as faculty and students in the orientation process as needed.
- Arranges instrument vendor visits during orientation.
- Produces routine reports and projects relating to the enrollment process for the Physician Assistant Education Association (PAEA).
- Plans and facilitates Admissions meetings.
- Attends other Program meetings as required.
- Oversees student immunization records and healthcare compliance and reports failure of compliance to the Progress and Promotions Chair.
- Makes certain the Admissions section of the Program website is up-to-date.
- Attends and presents at external activities, including but not limited to, colleges, high school fairs, pre-health meetings, health and science symposiums.
- Works closely with the Clinical Director in obtaining alumni data upon graduation.
- Assist with special projects as directed by the Program Director.

OTHER RESPONSIBILITIES

- Answers the telephone and receive visitors, students, University faculty and staff for the Program within the office area.
- Forwards calls or directs individuals to the appropriate offices or University personnel.

DESIRED QUALIFICATIONS

- Bachelor's Degree.
- Strong ability to learn and manage CASPA and the Program student database.
- Knowledgeable on the physician assistant profession and Physician Assistant Program at Mississippi College, with a desire to continue learning.
- Organization and flexibility within the functions of the position.
- Excellent interpersonal communication skills.
- Must be competent in the use of Microsoft Office, to include Word, Excel, PowerPoint, and Access.

Reports to: Admissions Director