

Admission Position

Overview:

FCIM is seeking a Director of Admissions.

The Director of Admissions is responsible for successful recruitment activities and generating prospective students for enrollment.

The Director of Admission is responsible for implementation of student recruitment strategies and the management of resources in order to meet performance expectations.

The Director of Admissions is responsible for all phases of the Admissions process from marketing the program with students to qualifying them for enrollment.

Responsibilities:

- Provides excellent customer service to students through application and enrollment process.
- Handles appointments, interviews and applications in a professional manner.
- Sharp attention to E-mails and phone calls.
- Must be willing to travel.
- Excellent organizational skills.
- Ensures Admissions operations are in accordance with all local, state and federal regulations along with the College's policies.
- Participates in Admissions and networking events.
- Understands marketing opportunities and be capable to present and create work under tight deadlines or fast-paced environment.

Requirements:

- Bachelor's degree.
- Minimum of two years experience in proprietary school experience.
- Minimum of two years in Admissions.
- Must demonstrate an understanding of the mission of the College.
- Excellent public speaker that can effectively represent the College with a variety of audience.
- Strong marketing background a plus.

- Keen mind, excellent negotiation with a strong work ethic.
- Committed team player.
- Excellent oral and written communication
- MS Office (Word, PowerPoint, Excel, and Outlook).

About FCIM:

Florida College of Integrative Medicine is a dynamic and progressive school for Alternative Medicine and Integrative Medicine. Our curriculum places emphasis on Oriental Medicine technologies and clinical practices, along with Western biomedical sciences to support proper patient treatment and integration of these methodologies within the overall health care delivery system. The marriage of four thousand years of Oriental Medicine and leading-edge technology is the greatest connection to modern Western health care, and our students are leading the way!

For more information about Florida College of Integrative Medicine, visit www.fcim.edu.

Thank you for applying for this outstanding opportunity today.

Interested candidates should submit a current resume to jjhan@fcim.edu

E-mail applications only; No phone calls please.

Deadline for application: September 10th, 2010