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Description

JOB TITLE Manager for Student Recruitment and Retention

Location MAC 1115

Department Center for Diversity & Inclusion

Work Unit Description

Work Schedule, Hours, FTE, Salary Range

This position is unclassified. M-F plus weekends on occasion; 1.0 FTE, Salary Range: \$66,169-\$82,712.

Functions/Duties of Position

This position reports to the Diversity Sr. Manager for Faculty Recruitment and Retention and has dotted line to the Assistant Chief Diversity Officer (CDO) & Assistant Vice Provost for Diversity. The Diversity Manager for Student Recruitment and Retention serves as the institution-wide resource to support the recruitment and retention of diverse students for the Schools of Medicine, Nursing, & Dentistry. The position is responsible for the development and implementation of (prospective and matriculated) student diversity recruitment and retention by supporting strategic initiatives, programs and policies with the purpose of increasing the diversity of our students. The incumbent will develop working relationships with OHSU and external academic leaders, admission committees, administrative management, recruiters, faculty, and others to establish best practices and programs to achieve an increase of diversity among OHSU's student population. The incumbent is responsible for creating enrollment management effective strategies, launching recruitment campaigns, implementing and managing current programs, developing new programs, developing tracking mechanisms and designing metrics to measure and report student outcomes. The Diversity Manager for Student Recruitment and Retention is also responsible for tracking student applicants from initial contact through the interview, and matriculation process. The incumbent will work with the communications manager to create and support social media outlets to implement effective strategies to recruit diverse student members at local and national meetings, conferences and other forums representing OHSU. Additionally, the incumbent will develop, implement and/or identify retention support services, programming, and professional development opportunities for diverse students in collaboration with the Schools of Medicine, Nursing, and Dentistry.

Qualifications

Required Qualifications: Bachelor's degree in education or a related field. Five years of recruitment experience. Experience that demonstrates the ability to successfully work in partnership in an academic or healthcare

environment. Previous experience working with student and program enrollment management, student affairs, student retention and other student success. Previous experience working with a variety of diverse populations (disability, minority, and disadvantaged) in higher education setting. Preferred Qualifications: Master’s in Education or related field. Prior work experience diverse students in an academic center or university.

Additional Details

Oregon Health & Science University values a diverse and culturally competent workforce. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply. OHSU provides reasonable accommodations for applicants with disabilities. We are proud to be an equal opportunity, affirmative action organization.

This position requires travel to and from various locations owned and operated by OHSU plus attends national events. Works evening and weekend assignments. Some noise level and interruptions; sitting at least two hours at a time, walking to various schools/departments and significant use of personal computers, copiers, phone, and fax machine. Ability to carry and lift up to 15 pounds. Ability to perform key office functions including answering the phone, responding to e-mail, composing documents and responding to phone and e-mail inquiries. Travels to various on campus locations and to community events.

How To Apply

Apply here online and upload your cover letter and resume. Please complete the application entirely, including the qualifications section of the application.

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