

Rowan-Virtua School of Osteopathic Medicine
Job Description

Job Title: Clerical – Admissions Office
Facility: School of Osteopathic Medicine
Department: Rowan-Virtua SOM Admissions, V0502
Facility: Rowan-Virtua SOM
Reports To: Rowan-Virtua SOM, Assistant Director, Recruitment & Outreach

SUMMARY: Performs clerical duties to support the Admissions Office at the School of Osteopathic Medicine. Performs duties in support of the University's and the school's mission and in accordance with all applicable policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Scans/copies/faxes/files documents
2. Answers phone calls and distributes messages
3. Enters data via computer
4. Assist with the organization and distribution of recruitment materials
5. Uses Microsoft Office suite
6. Participate in training for task responsibilities
7. Support recruitment initiatives
8. Supports and adheres to University policies regarding FERPA and HIPAA.

MINIMUM QUALIFICATIONS:

Current Rowan-Virtua SOM student eligible for Federal Work Study in good academic standing. Able to perform each essential duty satisfactorily. Available 5 -10 hours a week during school year.

PHYSICAL DEMANDS:

Position requires opening, reaching in, and closing heavy file cabinet drawers.

If interested in applying for this position, please email: John Nwafor at nwafor@rowan.edu.
Use subject format: Last Name: Work Study Candidate Exm: Smith - Work Study Candidate