



Position: Health Professions Admissions Coordinator
Department: Admissions

The University of Pikeville is actively seeking a dynamic and highly motivated professional to serve in the role of Administrative Assistant for Admissions. This individual will provide administrative and clerical support to the office for Admissions at the University of Pikeville by performing the following responsibilities:

Responsibilities:

1. Coordinate and oversee the day-to-day operations of the Health Professions Admissions Office, including scheduling, managing correspondence, and maintaining accurate records.
2. Serve as the primary point of contact for prospective students, applicants, and other stakeholders, providing timely, accurate, and professional information about admissions processes and program details.
3. Assist in the planning, coordination, and execution of recruitment events such as open houses, campus tours, webinars, and informational sessions.
4. Provide comprehensive clerical and administrative support to ensure smooth office operations.
5. Act as receptionist, offering a welcoming first point of contact for visitors and callers.
6. Maintain detailed and organized correspondence records, process purchase orders and check requests, and generate expenditure reports.
7. Perform essential administrative tasks, including answering and directing calls, filing documents, and managing incoming and outgoing mail.
8. Oversee the receipt, review, and accurate processing of application materials for KYCOM, KYCO, and TCDM programs.
9. Coordinate with admissions committees to schedule interviews, facilitate communication with applicants, and ensure timely dissemination of decisions.
10. Manage all incoming and outgoing mail and packages for the Health Professions Admissions Office.
11. Order office supplies, process work orders and maintain inventory of standard office forms and materials.
12. Operate and ensure proper maintenance of office equipment, such as printers, copiers, and fax machines, to support office productivity.
13. Assist in the preparation and execution of key events, including interview days, academic ceremonies, and special admissions initiatives.

14. Coordinate venue rentals and catering requests for recruitment events and other activities, ensuring seamless event logistics.
15. Build and nurture positive relationships with prospective students, applicants, and their families to provide a welcoming and supportive admissions experience.
16. Perform other duties as assigned by the Program Manager or Director of Health Professions Admissions, contributing to the overall success of the office.

Relationships:

Position requires daily contact with co-workers, supervisors, and student workers in order to communicate, resolve issues, and ask/answer any questions which may arise. Contact with students, parents, and the public is required in order to exchange information and complete all tasks required. These relationships are maintained through e-mail, telephone, text messaging, fax machine, and person-to-person contact.

Education/Skill Requirements:

- An associate's degree is required; bachelor's degree is preferred. Experience may be substituted for education.
- Must have polished presentation/public speaking skills and experience presenting to small/personal and large/diverse groups of people.
- Must have strong organizational skills, basic clerical skills, and attention to detail.
- Must be familiar with operating office equipment, e.g. computer, telephone, fax, printer/copier, scanner, shredder.
- Must be able to adjust to a high traffic area with questions, calls, and interruptions.
- Must be proficient with Microsoft Office software (Word, Excel, PowerPoint and Outlook) and Zoom
- Must be able to multi-task and maintain good customer service skills.
- Expected to maintain confidentiality and professionalism.
- Excellent judgment and discretion with regard to sensitive and/or confidential information.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b) retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting www.upike.edu/offices/human-resources/careers/. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.