

### **Job Advertisement: Admissions & Recruitment Specialist**

The Appalachian College of Pharmacy is accepting applications for the position of Admissions & Recruitment Specialist. Responsibilities include assisting the Director of Admissions in processing applications, recruitment and general functions of the Admissions Office. Additional responsibilities include assisting in general office support as well as recruitment and student events. Applicants must be detailed oriented, possess superior oral and written communication skills and interact effectively with students and the general public. Applicants must also possess good computer skills and be proficient in Microsoft Office applications. Relevant work experience in an academic setting is preferred.

The successful candidate shall be required to live in Buchanan County, Virginia. Applications should be submitted to [HR@acp.edu](mailto:HR@acp.edu) and should include the following: (1) a letter describing relevant experiences and interest in the position; and (2) a curriculum vitae or resume; and (3) a completed application available at [www.ACP.edu](http://www.ACP.edu). Appalachian College of Pharmacy is an equal opportunity employer and is certified to operate in Virginia by the State Council for Higher Education of Virginia. Appalachian College of Pharmacy maintains a drugfree workplace.