



PT Admissions Assistant

Department: Physician Assistant
Status: Non-Exempt, Part Time
Closes: Open until filled

Report To: Chair, Department of Physician
Assistant Studies
Classification: Staff

DUTIES AND RESPONSIBILITIES

- Position reports to the Department Chair/Program Director of the Department of Physician Assistant Studies and will work closely with the Admissions Chair as well as all faculty involved in the admissions process.
- Assist/serve on the Admissions Committee in the recruitment and selection of applicants and/or ongoing analysis of the admission process and candidate pool.
- Vet approximately 150-200 applicants throughout admissions cycle.
- Perform professional review and evaluation of candidate applications.
- Complete applicant review sheets and update excel tracking forms in a timely manner.
- Participate in both Zoom and in person interviews throughout the admissions cycle.
- Coordinate with the admissions Chair to schedule interviews, review and maintain the wait list, and call accepted candidates
- Attend the annual Admissions Meeting following completion of an admissions cycle.

EDUCATION AND EXPERIENCE

- Graduation from an accredited physician assistant program.
- Master's degree at minimum.
- NCCPA certification.
- Eligibility for licensure as a physician assistant.
- Experience in physician assistant of medical education is preferred.
- Experience with CASPA and the physician assistant school application and interview process is preferred.
- Experience as a practicing physician assistant is preferred.
- Excels with organizational, oral, and written communication skills.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.