Senior Director, Admissions

Are you someone who is passionate about both health care and education? At the Physician Assistant Education Association (PAEA), we are committed to transforming PA education and health care by leading and serving the PA educational community. As the national leader in PA education, the Association delivers a large array of educational resources, products, and services specifically designed to meet the emerging needs of PA programs.

PAEA is seeking an experienced PA educator to lead the Association’s Pre-PA and admissions functions. This position is at the Senior Director level and includes supervisory responsibilities. The ideal candidate will have extensive experience in PA program admissions, including the policies and practices used by PA programs to select students. Strong candidates will possess knowledge of and experience using the Centralized Application Service for PAs (CASPA). This position can be performed remotely or based out of PAEA’s headquarters in Washington, DC.

Responsibilities:

- Connecting with members to understand their needs, wants, and preferences related to admissions and the CASPA system
- Remaining abreast of laws, rules, and regulations that affect PA program admissions
- Ensuring members remain abreast of the latest evidence on admissions practices
- Collaborating with PAEA’s legal counsel to develop and enforce policies on the appropriate use of the CASPA system for both students and programs
- Implementing systems that ensure correspondences with applicants and programs are timely, accurate, and appropriate
- Ensuring compliance with the policies related to the use of the CASPA platform/system
- Developing mechanisms to ensure CASPA data remains current and accurate
- Collaborating on research using CASPA data to generate insights and reports to inform decision making
- Developing professional and collegial relationships with stakeholders in the admissions space, including staff, volunteers, members, and external partners to advance the Association’s goals
- Developing proactive communications to inform programs of emerging trends and issues in admissions
- Developing content and experiences to educate applicants and prospective students on PA program admissions
- Serving as the staff partner to the CASPA Advisory Committee
- Corresponding with vendors to ensure the Association’s interest are met and protected
- Leading projects to improve, modify and enhance the CASPA applicant and program experience
- Elevating appropriate information and issues to the appropriate staff in a timely and accurate manner
- Providing direction and oversight for PAEA staff who work in admissions

**Required Qualifications, Experience, and Competencies:**
- Master’s Degree in PA or medical education
- 5 years PA program admissions
- Ability to use the Microsoft Office suite of applications – PPT, Word, Excel, Teams, One Note, SharePoint, and One Drive
- Professional error-free oral and written communications
- Attention to detail
- Building rapport and professional relationships

**Preferred Qualifications:**
- Experience using CASPA and Salesforce CRM