

**Executive Assistant/Recruiter  
Appalachian College of Pharmacy**

The Appalachian College of Pharmacy (ACP) seeks applicants for an Executive Assistant/Recruiter who will be responsible for assisting the Dean and Associate Deans with high level accreditation and legal documents as well as new student recruitment.

Applicants must possess a four-year degree or higher. The successful candidate must have excellent verbal and written communication skills, interpersonal, and analytical skills. Candidates with a background in human resources, law, recruitment, and market analysis are preferred.

Applicants should submit a completed application (available at [www.acp.edu](http://www.acp.edu)), a letter of intent, resume, and the names and contact information for three references to Human Resources, Appalachian College of Pharmacy, 1060 Dragon Road, Oakwood, Virginia 24631. E-mail: [HR@acp.edu](mailto:HR@acp.edu).

The Appalachian College of Pharmacy is certified to operate in Virginia by the State Council for Higher Education of Virginia and is an equal opportunity employer. The Appalachian College of Pharmacy maintains a drug-free workplace.