

Admissions Advisor

Job Description:

We are seeking an Admissions Advisor to become an integral part of our team!

You will take charge of implementing the vision, mission, and core values established by our organization.

Responsibilities:

- Accurately and completely explain educational programs, expected outcomes, and student services to students and parents.
- Manage inquiries to achieve prompt contact and performance activity weekly goals, utilize approved recruitment policies/formats, make prompt and effective contact with inquiries, and redirect unqualified candidates based upon incompatible career goals.
- Participate in appropriate recruitment and enrollment activities including open houses, local presentations, training sessions, orientation programs, career days, graduation, and etc.
- Secure new inquiries by directly asking phone and in-person contacts about referrals of others to contact that may be interested in programs offered.
- Schedule and conduct interviews, pursue qualified candidates for enrollment, and determine the appropriateness of candidates for admission based upon career goal compatibility.
- Consistently conduct follow-up meetings, monthly at a minimum, with all applicants to ensure successful matriculation.

Other duties as assigned:

Skills: • Excellent written and verbal communication skills.

- Strong interpersonal skills with both faculty and student populations.
- Superior organizational and problem resolution skills.
- Goal-oriented and highly ethical.

Qualifications:

- Bachelor's degree in Business or a related field is strongly preferred.
- 0-1 year experience in admissions recruitment or relevant sales experience.
- Possess a sincere interest in helping others achieve personal life goals.

Company Description:

We stand for putting our students first, treating people with respect, collaborating smoothly with our colleagues and partners, thinking creatively to solve problems, leveraging our diversity, and maintaining a fully inclusive workforce.

Job Type: Full-time