



ADMISSIONS REPRESENTATIVE JOB DESCRIPTION

POSITION DESCRIPTION

The Admissions Representative (AR) is a professional sales position. It is not a guidance counselor position. The AR responds to inquiries received by the college via telephone, direct mail, internet and walk-ins, determines the needs of the prospective student and sells them the appropriate educational program. The AR's job is to convert qualified prospective students to qualified enrolled students. We look for extraordinary people who want to excel in a business that has a life changing impact on its customers. This position requires proficient computer skills in Word, Excel, database software and use of Internet. The Admissions Representative reports to the Director of Admissions, Assistant Director of Admissions or Campus President (as applicable).

DUTIES AND RESPONSIBILITIES

The job duties of the Admissions Representative will include, but not be limited to:

- Enroll qualified applicants
- Meet prescribed conversion rates and start goals
- Complete required quota of outbound calls daily
- Schedule required quota of appointments daily
- Conduct admissions interviews
- Conduct scheduled follow-up procedures with enrolled and non-enrolled prospects
- Generate required quota of personally developed referrals
- Adhere strictly to accrediting agency and U.S. Department of Education guidelines
- Follow all policies and procedures outlined in the Admissions manual and established by the campus and/or company
- Participate in all orientations
- Attend all admissions meetings
- Maintain clean and professional work area and dress professionally as outlined in Employee manual
- Other duties as assigned



JOB QUALIFICATIONS AND SKILLS

- Associates degree required or the equivalent of college-level course work. Bachelor degree preferred but not required
- 3 years minimum combined work experience in business, customer service, education or sales
- Ability to multi-task, prioritize duties
- Demonstrate excellent communication skills both written and verbal
- Proficient computer skills in Word, Excel, database software and use of Internet
- Punctual, responsible, ethical and a team player.
- Varied shifts, such as: 8:00AM-5:00PM, 9:00AM-6:00PM, 11:00AM-8:00PM, including weekends

COMPENSATION

- Non-Exempt - hourly position
- Hourly wage determined by years employed within Admissions department

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date