

Job Opening

Title: Admissions Representative

Location: College/ Lancaster CA

The Admission Representative (AR) position is a high visibility and a key position suited for someone who loves working with people and has a love for sales. The AR responds to inquiries received by the college via telephone, direct mail, Internet and walk-ins, and helps convert prospective students to enrolled students.

This is a full time position with a benefits package including medical, dental, vision, short and long term disability, PTO, paid holidays and 401(k).

The job duties and responsibilities of the Admission Representative will include, but not limited to:

- Enroll qualified applicants
- Meet monthly start goals
- Complete required quota of outbound calls daily
- Check and respond to all emails
- Schedule required quota of appointments daily
- Conduct admission interviews
- Conduct scheduled follow-up procedures with both enrolled and non-enrolled prospects
- Generate required quota of personally generated leads
- Track incomplete enrollment files to ensure deadlines are met
- Maintain clean and professional work area
- Dress professionally as outlined in Employee manual
- Adhere strictly to accrediting agency and U.S. Department of Education guidelines for proprietary school admissions
- Follow all policies and procedures outlined in the Admissions manual and established by the campus and/or company• Other duties as assigned by the Corporate Director of Admissions

Qualifications & Skills:

- Associates Degree required.
- 5 years minimum work experience in sales, private education enrollment or business development required
- Ability to multi-task, prioritize duties required
- Excellent communication skills both written and verbal required
- Proficiency in computer skills required: Word, Excel, database software and use of Internet
- Required to be punctual, responsible, ethical and a team player
- Ability to work a Varied shifts- 8:00AM-5:00PM, 9:00AM-6:00PM, 11:00AM-8:00PM
- Ability to work the later shift two days every week required

If you are interested in this position please email your resume to vrojo@goodwillsocal.org