

Position: Admissions Representative
Department: Admissions
Reports to: Director of Admissions
Days/Hours: Rotating schedule including Monday-Friday /Saturday
Pay Classification: Salary

Position Overview:

Admissions Representatives are responsible for the recruitment and enrollment of qualified applicants consistent with institutional, state and federal policies and regulations. Representatives connect with applicants to determine eligibility by evaluating applicant's educational/occupational goals and credentials. Key responsibilities include: conducting on-campus, telephone, or webcam interviews of prospective students; enrollment monitoring; recruitment/outreach; and analyzing qualifications of prospective students utilizing program standards and policies.

Position Duties:

- Develop rapport with prospective students.
- Walk through admissions process with interested student candidates; complete and submit required records/applications.
- Discussions with student candidates through telephone, webcam, and in-person forums.
- Listen and communicate information effectively.
- Attention to detail and ability to utilize Word, Outlook, Excel, and Access based databases.
- Encourage students through the program to successful completion, when needed.
- Update job knowledge/skills by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Enhance admissions department and college reputation through relationship development, work ethic, and integrity.

Skills/Qualifications:

- High proficiency in Microsoft Outlook, Word, Excel, PowerPoint and Access based Databases
- Salesforce and Velocify experience preferred by not required.
- Effective communication skills.

Education and Experience Requirements:

- Bachelor's degree required.
- Experience in a higher education, sales and/or legal industry a plus.

To apply for this position, please complete the employment application and upload your resume online by going to: [CALS Employment Application](#). No information will be provided via telephone.

