



# **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 the Internet. The Admissions Representative reports to the Director of Admissions, Assistant Director of Admissions, or Campus President (as applicable).

## **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 dependent on experience, knowledge and education level

**Note:** Please email your resume to [info@myewcnm.org](mailto:info@myewcnm.org)