

Position: Admission Representative
Department: Admissions
Reports to: Director of Admissions
Days/Hours: Rotating schedule including Monday-Friday / Saturday / Hybrid
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 video conference interviews of prospective students; enrollment processing and monitoring; recruitment/outreach; and analyzing qualifications of prospective students utilizing program standards and policies.

Position Duties:

- Respond to new leads promptly via telephone, email, and/or text message.
- Continue lead contact attempts until a lead disposition is determined.
- Develop rapport with prospective students.
- Discuss program options and admissions process with interested candidates.
- Complete and submit required admission forms and applications.
- Meet with candidates through telephone, video conference, and in-person forums.
- Listen and communicate information effectively.
- 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.
- Participate in institutional improvement and planning activities.

Skills/Qualifications:

- Professional and effective communication and interpersonal skills are mandatory.
- Proficient in Microsoft Outlook, Word, Excel, PowerPoint, and Teams.
- Must possess a strong work ethic and ability to work with minimal supervision.
- Must demonstrate a keen attention to detail and organizational skills.
- Salesforce or LeadSquared experience preferred by not required.

Education and Experience Requirements:

- Bachelor's degree required.
- Experience in 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](#). Only shortlisted candidates will be contacted for an interview.

