



Position Title: Admissions Representative

Job Summary:

Looking for dynamic, consultative, sales minded individuals to recruit, interview and enroll prospective students into Laurus College programs. The Advisor's role is to guide potential students through the admissions process while inspiring them to pursue and succeed in their goals. Advisors are expected to meet and/or exceed established team objectives while responding to the needs of prospective and current students.

Requirements:

- Minimum 2 years inside sales experience a must; Admissions experience preferred
- BA/BS degree preferred
- Excellent communication and follow-up skills
- Strong computer skills including Microsoft Office Suite and CRM
- Flexible schedule and ability to work in a fast paced environment
- Empathetic to the concerns of students; exceptional listening skills

We are looking for the following qualities:

- The ability to call, connect and interact with potential students
- Possess an energetic, outgoing, and friendly demeanor
- Self-motivated; goal orientated
- Strong listening and presentation skills

Job Tasks and Responsibilities:

- Recruit and enroll students that meet school requirements
- Comfortable making calls and talking to new people all day
- Interviewing prospective students in order to understand their educational needs, describe school programs and services
- Work with other departments to guide prospective students through the process
- Knowledge of the sales process from initiation to close
- Ability to work independently or as an active member of a team
- Able to multitask, prioritize, and manage time efficiently
- An understanding of the college's industry and its desire for strong customer service

Job Perks:

- Full benefit package
- Professional environment with a family atmosphere
- Opportunity to grow within the organization while helping students achieve their potential
- Ability to work from home for those not residing within campus locations

Company Description and Overview:

Laurus College is Bachelor's level career college that strives to make our learning environment a place where caring and excellence thrives and provides a comprehensive training approach which enables students to apply what they have learned in the classroom to real life situations.

To Apply:

- Serious candidates only
- Specify the position you are applying for in the subject line of your email
- Attach all documents in either Word or PDF format
- Email your resume, cover letter, and salary requirements to the Human Resources Department at: hr@lauruscollege.edu
- No phone calls please; please note, meeting the basic requirements of the job posting does not guarantee an interview. Thank you for your interest in career opportunities with Laurus College!