

Success Education Colleges

North-West College



Nevada Career Institute

Admissions Representative

Responsibilities:

- Achieve and/or exceed conversion goals for interviews, enrollments, and starts.
- Provide superior customer service when interacting with prospective students on the phone, in writing, by email and/or in person.
- Responsible for the enrollment process and documentation needed to complete lead tracking, the Financial Aid packaging appointment and the academic file.
- Assist student as they transition from enrollee to student using the techniques taught during initial training and weekly training sessions.
- Maintain and organize file leads and enrollment paperwork.
- Contact prospects by telephone or email to set appointments for interviews.
- Follow-up with prospects to ensure all obstacles have been overcome, the prospect attends orientation prior to the start date and the prospect has a positive experience.
- Interacts effectively with students and staff.

Qualifications:

- Marketing experience in a highly competitive environment preferred.
- Demonstrate ability to meet and exceed sales goals in a fast paced environment.
- Sales and customer service experience preferred.
- Outstanding communication, telephone and interpersonal skills required.
- Knowledge in sales techniques.
- Highly organized and detail oriented.
- Excellent verbal communication skills; including the ability to project voice and be clearly understood when speaking to others.
- Interpersonal skills including questioning, listening and showing concern and respect for others.
- Ability to focus on specific quantifiable goals for achievements.