

Admissions Representative

Description:

CBD College is a non-profit, Private Post Secondary Healthcare Career College with an emphasis on in-demand medical careers. **CBD College** has been providing quality education and training for over 32 years and is looking for a Full time **Admissions Representative**. This is an outstanding opportunity for a service-oriented individual to help our students begin their journey toward their new careers.

SUMMARY:

Manage the admissions process to meet budgeted enrollment and/or start goals.

*This is a **Full time** position.*

JOB FUNCTIONS:

- Stay in contact with students throughout their program in order to assist them in becoming successful graduates.
- Stay in contact with students prior to the class start to identify potential problems and facilitate solutions.
- Communicate with candidates prior to the class start to identify potential problems and facilitate solutions.
- Act as a liaison between the student and appropriate departments to arrange financial aid processing and document submittal.
- Complete enrollment paperwork and follow up with candidates through the enrollment completion process up to and including active attendance in school.
- Explain to the applicants their rights and responsibilities and acquaint them with the college rules and regulations.
- Review the College Catalogue and other related information with the student.
- Meet and exceed established Admissions goals.
- Maintain and high level of production activity, conversion rates, and start rates.
- Heavy outbound phone prospecting to company provided and self-generated leads.

KNOWLEDGE, SKILLS and ABILITIES:

- Sales and/or Admissions experience preferred.
- Strong communication and interpersonal skills.
- Excellent team building and team player skills.
- Knowledge of and familiarity with Microsoft Office.
- Working knowledge of Salesforce CRM is preferred but not required.
- Commitment to operate within a culture defined by a mission, vision and values. Uphold basic principles, demonstrate leadership, have abilities to develop people, strive to improve productivity, strive to achieve customer satisfaction.

REQUIRED EXPERIENCE:

- Sales/Admissions experience preferred: 1 year

CBD College is proud to be an equal opportunity employer, and we seek candidates who desire to work in and serve an ethnically-diverse population.

