Senior Admissions Representative

Department: Admissions
Reports to: Campus Director
Supervises: N/A
Position Type: Non-exempt

School Hours: Day Program 7:45 AM – 1:30 PM (Classes run 8:00 AM – 1:10 PM)
Evening Program 5:45 PM – 10:15 PM (Classes run 6:00 PM – 10:00 PM)

Location: West View campus

The Mission of Career Training Academy is to provide an educational environment that enhances learning and personal enrichment of all students in preparation for exceptional careers. Our methods are both unique and traditional, in that we employ new techniques to learning, while providing a curriculum designed to meet career goals and industry needs. Our campuses offer Diploma and Associate degree programs.

Position Summary:
Responsible for recruiting qualified applicants for admission to Career Training Academy (CTA). The Senior Admissions Representative manages his/her time and inquiry resources to achieve monthly and annual enrollment plans. The Senior Admissions Representative must conduct a high quantity of prospect phone contacts to secure weekly standard appointment set and interview activity and to conduct follow-up activity with unresolved interviewees and future class applicants. The Senior Admissions Representative is responsible for conducting all recruitment activities in accordance with state and federal accreditation and Institute policies and regulations, consistent with the highest ethical standards.

Incumbent must assure that the CTA philosophy: quality services to clients; development, growth, involvement, and recognition of employees; sound economic principles; and environment which is conducive to innovation, positive thinking and expansion - is considered in carrying out the duties and responsibilities of this position.

Key Job Elements: include but are not limited to the following:
1. Accurately and completely explain educational programs, expected outcomes, student services, and financial consideration to students and support systems.

2. Enroll students on a monthly start plan/cycle. Forecast projected new students on an ongoing basis.

3. Secure new inquiries (Referrals) by directly asking phone and in-person contacts about referrals of others to contact about CTA's program offerings.

4. Schedule and conducts interviews and campus tours; determine appropriateness of candidates for admission based upon career goal compatibility.

5. Conduct follow-up with all applicants to ensure successful matriculation. Assists other personnel and departments with data collection and problem solving.

6. Participate in appropriate recruitment and enrollment activities including: open houses, training sessions, orientation programs, career days, etc.

7. Effective time management and completion of administrative tasks; to support daily business and data integrity within the student information system (STARS).

8. Conduct all activities in accordance with the highest ethical standards. Adheres to all state, and federal accreditation and CTA rules and regulations regarding student recruitment.

9. Work hours involve week day, evening, and Saturdays

10. Other duties as assigned.

Job Requirements:

1. **Knowledge:**
   a) Bachelor's degree required.
   b) Minimum of 1-2 years non-durable goods sales and/or customer service experience preferred.

2. **Skills:**
   a) Solid written and verbal communication skills.
   b) Strong interpersonal skills with both faculty and staff populations.
   c) Superior organization, prioritization, and self-motivation skills.
   d) Strong computer literacy skills with the MS Office suite.
   e) Possess a sincere interest in helping others achieve life goals.
   f) Is goal oriented and highly ethical.

3. **Abilities:**
   a) Ability to interact effectively as either a leader or as a member of a team and work collaboratively with other departments.
   b) Ability to listen to customers (e.g. prospective students, staff, etc.) and to understand and respond positively to their requests.
c) Ability to work without close supervision and to set one’s own priorities.
d) Ability to manage multiple tasks and successfully meet deadlines.
e) Ability to work with people from a variety of socio-economic and cultural backgrounds.
f) Ability to work independently and make decisions based on general guidelines.

Position Schedule:
The Admissions Representative will work a minimum 40-hour work week and is expected to work a minimum of 2 evenings and Saturdays. Some flexibility in the schedule may be available and/or necessary (e.g. campus events, Open Houses).

Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position. While performing the duties of this job, the employee is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, move about the office or school, handle various types of media and equipment, and visually or otherwise identify, observe and assess. The employee is occasionally required to lift up to 25 pounds unless otherwise specified in the job description.