

Brookline College

Job Description

Job Title: Admissions Representative
Department: Admissions
Reports To: Campus Director, VP of Admissions
FLSA: Non-Exempt

Summary:

This position is responsible for the enrollment of students in programs of study which meet the student's interests and career goals. At all times, enrollment practices must be ethical and in compliance with DOE, accrediting body regulations and all institutional policies and processes.

Essential Duties and Responsibilities:

- Speak with prospective students on the telephone (information calls)
- Set appointments, conduct interviews, tours, and enroll prospective students
- Achieve monthly enrollment and start goals for both ground and Online programs
- Complete all enrollment paperwork accurately and in a timely manner
- Maintain an accurate database of students and prospects in the Brookline Student Database
- Follow-up on each person enrolled prior to start date to ensure newly enrolled students attend orientation.
- Follow-up with students and seek referrals
- Call and mail Brookline database leads
- Occasionally provide informational admissions presentations to various groups
- Other duties may be assigned to meet business needs.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Follow all college policies and processes without fail. This position requires the ability to communicate effectively at all levels of the organization. Effective and professional interaction across departmental boundaries must be maintained.

Education and/or Experience:

Minimum of a high school diploma or GED is required for consideration. Associate's, Bachelor's or higher level degrees are preferred.