



**Position Title: Admissions Representative**

**Job Summary:**

Looking for a sales minded Admissions Representative to recruit, interview and enroll prospective students within the community into Laurus College career programs. Admissions Representatives are expected to meet and/or exceed established team objectives while responding to the needs of prospective students, current students and the community.

**Job Requirements:**

- Sales OR Admissions experience within a vocational school environment a MUST
- Excellent communication / follow up skills
- Computer skills
- Flexible schedule and ability to work in a fast paced environment
- 2 year degree required, 4 year degree preferred
- Reliable transportation to Atascadero Campus

**We are looking for the following qualities:**

- Ability to motivate others
- Energetic personality
- Interviewing skills
- Closing and follow-up skills
- Outstanding customer service skills

**Responsibilities include, but are not limited to:**

- Recruit and enroll students that meet admission requirements
- Interview prospective students in order to understand their educational needs, describe school programs and services, and enroll them into one of the school programs
- Data entry, administrative tasks associated with enrollments
- Assist in planning, organizing, and conducting open houses, orientations, and other new student events
- Other related tasks as assigned and deemed necessary

**Job Perks:**

- Full benefit package
- Some flexibility in scheduling hours
- Professional environment with a family atmosphere
- Opportunity to get to know and help the local community

Please no phone calls, thank you. Experienced candidates only, please. We will only reach out to those candidates with whom we wish to schedule an interview.