

## **Job Description**

### **Admissions Department**

### **Admissions Advisor (full-time)**



Berkeley, CA

*Full-Time: 40 hours per week*

*Non-exempt, Hourly pay*

*Schedule:*

*Monday–Friday, 9:00 a.m.–5:30 p.m.*

*(Schedule includes a mandatory 30-minute unpaid lunch break)*

#### **Job Summary**

*Bauman College is a non-profit vocational school that's been in business since 1989. We offer Natural Chef and Nutrition Consultant Training Programs in the classroom and online.*

Does connecting with people come naturally to you?

Do you have the gift of listening and helping people see more clearly what the best decision is for them?

Would you like to connect with prospective students on a daily basis and guide them on their career path?

If you answered yes, then the Admissions Advisor position may be for you. The Admissions Advisor meets with prospective students in person or over the phone to answer questions that help the prospect determine if Bauman College is the right school for them. In addition, from time to time, the Admissions Advisor will attend marketing events outside of the office to promote the school.

The Admissions Advisor works in the Admissions Department reporting to the Admissions Manager.

#### **Key Responsibilities:**

- In-depth lead management/nurturing through a friendly and consultative, relationship-building sales process
- Maintain a high Conversion Rate from Lead to Enrollment
- Communicate Bauman College mission, history, and curriculum clearly and concisely
- Conduct appointments by phone or on-site with prospective students
- Assess and advise prospective students regarding individual goals
- Assist prospective students in working through obstacles to fulfillment of their goals
- Follow-up with every prospect through e-mail immediately after initial contact
- Share all pertinent information learned with your team
- Participate in sales and promotional events that may involve flexibility of hours
- Work with Admissions Manager and admissions team providing support that promotes the Bauman College mission

**Job Requirements (minimum):**

- Bachelor degree with a sales/business emphasis, or equivalent combination of education and experience
- 3 Years of sales experience, preferably in the education sector
- Strong analytical and problem solving skills
- Strong leadership, presentation, and communications skills (verbal and written)
- Ability to work independently or as a team with all levels of employees at various locations
- Proficient in MS Office Suite
- Experience with Google Apps
- Customer Relationship Management Experience (Experience with Salesforce a plus)
- Occasional travel between campuses required
- Flexibility in hours from time to time

**Disclaimers**

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job. This Job Description is only a summary of the typical functions of the position and not a comprehensive list of all possible job responsibilities, tasks and duties.*

*This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Other duties, as assigned might be part of the job.*

*This job description does not constitute an offer for a specified length of employment and does not constitute an agreement or contract for employment. Accordingly, either employee, or Bauman College can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.*