

## **Job Description**

### **Admissions Department**

### **Enrollment Coordinator (full-time)**



Location: 10151 Main St, Ste 128, Penngrove, CA 94951

*40 hours per week*

*Monday-Friday, 9:00am-5:30pm*

*Hourly pay, non-exempt*

### **Job Summary**

The Enrollment Coordinator (EC) reports to the Admissions Manager and is part of the Sales and Admissions team. The EC is responsible for following up with applicants, managing ScheduleOnce and the Google appointment calendar, processing applications, and enrollments. The EC will deliver quality customer service and perform administrative services as needed.

### **Key Responsibilities**

- Manage ScheduleOnce calendaring software
- Manage Admissions Advisor schedules using Google calendar
- Work closely with applicants through the enrollment process.
- Perform enrollment-related duties as assigned
- Accurately input and update data in Salesforce
- Collaborate on sales and marketing initiatives
- Communicate Bauman College mission, history, and curriculum clearly and concisely

### **Job Requirements (minimum)**

Strong analytical and problem-solving skills

Strong leadership and communications skills (verbal and written)

Ability to work independently or as a team

Experience with Google Apps

CRM Experience (Experience with Salesforce + Filemaker a plus)

### *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.*