

JOB DESCRIPTION

	Position Title:	High School Recruiter/ Admissions Representative		
	Department:	Admissions		
	Reports to:	Director of High School Recruiting		
	Supervises:	N/A		
	Classification:	Salaried	Status:	Non-Exempt

IMPORTANT NOTES:

- Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION OVERVIEW: Recruit new students for curriculum programs in accordance with the mission, goals, and policies of the College. Responsible for finding effective and honest ways to get students to apply.

ESSENTIAL FUNCTIONS:

1. Deliver enthusiastic, educational WTC approved presentations to individuals, groups and classrooms in high schools within an assigned market.
2. Responsible for developing a full schedule; setting presentation appointments is a key component of this role. This includes fostering, developing and nurturing new and existing contacts within the assigned market through research, in-person visits, appointments, phone calls and emails in an effort to schedule presentations.
3. Adhere to designated scripts and presentations in the classroom.
4. Set appointments for prospective students to meet with Parents for home interview and at campus.
5. Makes daily updates to the Admissions Diamond D and Velocify systems, in compliance with policies and procedures.
6. Develop professional rapport with high school students, faculty and staff, and institute a high school visitation plan that will offer consistent customer service.
7. Visit campus daily when needed and meet with supervisor once a week for accountability.
8. Attend college/career fairs and any other high school sponsored events as directed by WTC..
9. Organize Open House events for high school students.
10. Coordinate events for teachers and counselors as prescribed by the High School business plan.
11. Participate in campus functions that benefit the student body as directed by management.
12. Partner with the High School Admissions Team to support and encourage the students who have applied and/or enrolled about their decision to further their education through a series of scheduled follow-up activities.
13. Utilize approved telephone presentation and interview procedures during the enrollment process.
14. Complete all required forms for enrollment, schedule Financial Aid appointment and follow-up to ensure that financial aid packaging is complete.
15. Develop a plan for connecting with other potential students based on referral information obtained from current students during the interview.

16. Provide Institution related information and routine advice, guidance and assistance to students, faculty and staff using established procedures and policies.
17. Address any inquiries, questions, concerns or issues and ensure appropriate action is taken to the satisfaction of the student, College, and/or regulatory agencies in compliance with policy, procedures and legal requirements.
18. Fulfill in-house enrollment support responsibilities during the time period that school is not in session (i.e., on campus calling, interviewing, and enrolling high school students).
19. Provide comprehensive reports to supervisor.
20. Complete daily and weekly activity reports, in an accurate and timely manner.
21. Categorize lead cards generated by presentation and events according to the stated procedures.
22. Input leads on WTC systems on a daily basis.
23. Attend and successfully complete all training for this position, as required at any time by the rules and regulation for WTC.
24. Perform other duties as assigned by WTC and high school events.
25. Perform and organize group tours as the tour coordinator every week.

Other responsibilities:

1. Dependability: Responds to requests for service and assistance
2. Teamwork: Balances team and individual responsibilities
3. Decision Making: Displays willingness to make decisions
4. Communication: Effectively communicates with others
5. Time Management: Is able to complete all job requirements in allotted time
6. Work Ethic: Displays an organized and results-oriented approach, and motivation to perform without extensive direction
7. Accuracy: Displays high quality of work and level of accuracy

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Associate or Bachelor's degree in Business or a related field (preferred)..
2. Minimum of 1-2 years admissions recruitment or non-durable goods sales experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Excellent presentation and public speaking skills
2. Proficient in computer skills
3. Ability to setup and use technology for the presentations.
4. Ability to read, write, speak and understand English and Spanish fluently.
5. Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem solving skills.
6. Must be customer service oriented.
7. Ability to meet or exceed the company's attendance and punctuality standards.
8. Ability to evaluate objectively, fairly, and consistently.
9. Creativity and initiative.

10. Ability to operate a computer and other normal office equipment.

11. Must possess excellent telephone skills.

This above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.

I do hereby certify that I have read and do understand the above job description. I also understand and agree that Western Technical College has the right to change or otherwise modify this job description at any time.

Signature/Print Name

Date