Admissions Advisor

University of The Potomac

Job Description

The University of The Potomac is looking to fill several Admissions positions. These individuals would be required to meet with prospective students in support of their decision to attend a select school. In addition to communicating the philosophy and mission of the school, the Admission Representative serves as an advocate for prospective students. The Admissions Representative must meet the school’s quantitative and qualitative goals and objectives, as established for the position, in an accurate, professional, and compliant/ethical manner using school-approved admissions processes and procedures. The position entails the following:

• Conduct interviews with prospective students and evaluates the prospective student’s needs, interests and qualifications while providing clear and concise information to help the prospective student make an informed decision to attend or not attend the school.
• Achieve the expected goals and objectives as defined for the Admissions Representative position. Professionally assists prospective students through the admissions process in accordance with all applicable federal and state regulations, school policies and procedures, and in compliance with all accrediting standards and requirements.
• Represent The University of the Potomac at college fairs, class visits, and conferences
• Participate in weekly strategic review meetings with the Director of Admissions
• Provide students with excellent follow-up, customer service, as well as campus tours

Required Skills

• Basic computer skills – experience with Microsoft (Word, Excel, Outlook)
• Organizational and time management skills – must be able to multi-task
• Ability to achieve success individually and as part of a team in a highly structured and regulated work environment
• Possesses excellent verbal communication skills, particularly on the telephone
• Strong written and presentation skills
• Must be self-motivated and persistence combined with a positive attitude and approach to work.

Preferred Skills
• Experience with a CRM system
• Previous admissions experience
• Experience working in a metric driven environment

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