Job Title: Admissions Representative – Charlotte Campus

Location: Charlotte, North Carolina

Application Deadline: Review of applications will begin July 6, 2015

Start Date: August 2015

Summary:
The Admissions Representative is responsible for the recruitment and enrollment of prospective adult students into the School of Adult & Professional Studies programs at Montreat College.

This position will assist a prospective student with the admissions process through initial enrollment. Time will be spent working with prospective students from the admissions information session thru initial enrollment as well as developing relationships and promoting and projecting a positive image in the community while generating leads for prospective students. Duties include communicating with students via telephone, email, video conferencing, and informational sessions as well as outside representation of the College at businesses, healthcare institutions, and other higher education venues. This position requires a high out-bound call volume.

Duties/Responsibilities:

- Follows up with program inquiries within 24 hours of receipt. Details degree requirements and enrollment processes and outlines next steps. Is knowledgeable of adult offerings and services related to this unique market. Assists students in making informed decisions before application and enrollment.
- Conducts student appointments to identify students' educational goals and disseminate program information and entrance requirements for both graduate and undergraduate programs available both in Charlotte and online. Is knowledgeable about the evaluation of transcripts and other sources of credit hours (i.e., testing, military credit, credit for prior learning).
- Provides enrollment counseling from point of inquiry until enrollment. Details financial obligations and works as liaison with student services on campus. Assists students in obtaining necessary hours for admission and follows up to determine enrollment eligibility.
- Manages the flow of information to inquiries and applicants. Maintains detailed electronic files outlining the contacts that have been made and the information that has been provided to prospective students. Ensures that all application forms, reference forms, financial aid applications, fees, transcripts, and credit evaluations are submitted and documented.
- Uses professional knowledge and perspective to relate to new and potential students to establish rapport and add to the student experience.
- Serves as external corporate relations contact as the face of the Charlotte campus location.
- Attends and presents information to prospective students at evening information sessions.
- Willingness to host and contact prospective students during pre-scheduled call nights.
- Provides systematic, consistent and effective communication with potential students via telephone, email and/or in person.
- Will provide support for future adult and graduate degree programs.
- Meet performance standards as determined by program leadership.
- Other admissions and enrollment duties as assigned.
Personal Attributes:

- Exemplifies agreement with Montreat College’s Christ-centered Mission, Vision, and Values by demonstrating and articulating a personal Christian faith.

Supervision:

- Position reports to the Director of Admissions

Education/Experience:

- Exemplifies agreement with Montreat College’s Christ-centered Mission, Vision, and Values by demonstrating and articulating a personal Christian faith.
- Bachelor’s degree required.
- Two years of college admissions or sales experience preferred.
- Working knowledge of Internet Explorer and Microsoft Office required. Experience with the PowerCAMPUS system a plus.
- Good written and verbal communication skills required. Experience in giving individual and group presentations a plus.
- Some night and weekend hours are expected.
- General lifting of up to 50 lbs may be required.

Expected Performance Standards:

- Understand and be able to clearly explain all aspects of the Montreat College mission statement and the College’s School of Professional and Adult Studies degree programs.
- Develop and maintain strategic partnerships with area businesses and community colleges through weekly contacts.
- Communicate needed admissions recruitment materials with the Director of Admissions for timely restocking.
- Contact all new inquiries and applicants within thirty (30) minutes of receiving contact information.
- Follow up with inquiries and applicants via email, phone call, or mailing during the admissions process.
- Record inquiry and applicant statuses within the PowerCAMPUS student information system on a daily basis.
- Create and maintain applicant files for assigned prospective students.
- Meet with all prospective students for an information session either by phone, internet, or in person. Give information on Montreat College, the degree program of interest, transfer of credits, tuition costs, financial aid and the admissions and financial aid processes.
- Enroll a minimum of the budgeted number of adult students for the School of Professional and Adult Studies per nontraditional session based on the program recruitment assignment(s).
- If the budgeted number of students per nontraditional term are not enrolled by the term’s Session 3, it is grounds for dismissal of the Admissions Representative; however all efforts should be made for review of performance and training opportunities prior to dismissal.

Expected Schedule:

As a salaried employee, there is an expectation for a minimum of a forty-hour work week, working in the office or scheduled Montreat College event, Monday through Friday.
Application Requirements:
Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

1) Professional Resume
2) Cover letter
3) Personal testimony of salvation
4) List of three professional references

By Mail:
Susan DeWoody
Vice President & Dean for Adult and Graduate Studies
Montreat College
P.O. Box 1267
Montreat, NC 28757
Or email to: AGSjobs@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.