



Position: Admissions Representative

Location: Charlotte, NC

Summary:

- Are you highly motivated with an energized and go-getter outlook?
- Are you an independent, savvy self-starter with a passion for making connections?
- Do you desire to make a difference in people's lives and careers in the heart of Uptown Charlotte?
- Are you ready to be part of a close-knit team where trust and respect is shared and coworkers are friends?
- Do you have a passion for learning or have you gone back to school as an adult?

If you said "yes," then the Admissions Representative position at Montreat College may be the job for you. You would be responsible for recruiting and enrolling adult students seeking to change and enhance their careers through an education at Montreat College's Uptown Charlotte campus or online.

- Job Type: Full-time/40 hours

A qualified candidate will have a personal commitment to Jesus Christ and affirm and support the [vision, mission, statement of faith, and community life covenant](#) of Montreat College.

- **Duties: Identifies & Recruits Prospective Adult Students**
 - Serves as brand ambassador for Montreat College's Charlotte campus and projects a positive image both inside and outside the office.
 - Enthusiastically and strategically develops deep relationships with Charlotte-area corporations, businesses, chambers of commerce, community colleges, and faith-based organizations.
 - Assists in the creation and implementation of a strategic recruitment plan designed to generate prospective students and meet the needs of the Charlotte market.
 - Attends and presents information to prospective students at various events, trade shows, networking opportunities, etc.
 - Assists and participates in admissions-focused events hosted by Montreat College.
 - Builds corporate advantage partnerships with Charlotte-area businesses that encourages employees to attend Montreat College for a discounted tuition rate.
 - Builds a robust online network and contact base through LinkedIn, email, etc.
 - Works closely with the marketing team to develop strategies, tools, and materials that excite and delight prospective students.

- **Supports & Enrolls Prospective Adult Students**
 - Provides systematic, consistent and exceptional communication with prospective students via telephone, email and face-to-face meetings.
 - Evaluates prospective student's academic goals and aids in the decision-making process.
 - Details degree requirements, enrollment processes, and outlines next steps.
 - Details financial obligations and works as liaison with the student services (financial aid) department.
 - Manages the recruiter management system (CRM via Salesforce) to build prospect lists, track communication flow, and manage/oversee the enrollment process for each prospective student.
 - Ensures that all application forms, reference forms, financial aid applications, fees, transcripts, and credit evaluations are collected and submitted to appropriate departments.
- **Other Responsibilities**
 - Some night and weekend hours are expected.
 - Details financial expenditures monthly
 - Maintains detailed progress and activities report
 - General lifting of up to 50 lbs. may be required.
 - Meets performance standards as determined by program leadership.

Education: Knowledge, Skills and Abilities/Competencies:

- Bachelor's degree required.
- Proficient in Microsoft Office, Google applications, social media platforms (Facebook, LinkedIn, etc.), Outlook, Constant Contact, etc.
- Excellent customer service skills with a desire to patiently encourage, listen, support, and help adult students succeed.
- Ability to effectively and professionally communicate (verbal and written) with individuals, small groups, and in front of large audiences.

Management Preferences:

- 3-5 years of professional recruitment experience.
- CRM System (e.g. Salesforce) experience.
- Embraces a fast-paced environment and adjusts to priorities as needed.
- Ability to strategically manage time and prioritize tasks.
- Accepts constructive criticism with grace and is eager to learn and grow.
- Ability to contribute to strong, positive relationships within the team and across departments.
- Demonstrates a desire to achieve and exceed individual and departmental goals.

Application Requirements:

To help us get to know you, please send the following materials electronically to Jim Paden, Director of Admissions & Marketing for Adult and Graduate Studies at jim.paden@montreat.edu. *Incomplete application submissions will not be considered.*

- [Application](#)
- Resume
- Cover letter
- Personal testimony of salvation
- List of three professional references

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.