

# Admissions Representative

National Career College, a nationally recognized vocational school in Van Nuys is looking for a bright, motivated and friendly individual to explain the benefits and objectives of the programs offered by National Career College to prospective students. Individual must be highly motivated, self-starter, multi-task oriented and have experience in sales, telemarketing and/or recruiting. This position offers a competitive salary, and has an excellent growth opportunity for the qualified candidate.

## **Primary duties and responsibilities include:**

- Providing qualified applicants with information regarding programs in accordance with state, federal, accreditation, and college's policies and regulations.
- Recruiting new students and conducting admission interviews; including successfully managing inquiries, follow up and scheduling appointments, conducting quality interviews and processing of required enrollment paperwork.
- Provide assistance and support to the prospective students with any admission issues.
- Conduct various offsite presentations.
- The position may require the ability to work some evening and weekend hours.

## **Qualifications:**

- Associates Degree or higher is preferred, but not required.
- Must have strong and persuasive written & oral communication and presentation skills.
- Excellent social and customer focus skills, and poses the desire to help others achieve their goals.
- Experience in admission, recruiting or sales.
- Must be bilingual (English/Spanish).
- Ability to meet deadlines and goals with minimal supervision.
- Strong organizational skills and the ability to manage time and activity.
- Ability to multi-task, and be able to handle a high volume of calls.
- Strong computer skills.
- Excellent team player.

National Career College is an equal opportunity employer.

Submit your resume by email [careers@nccusa.edu](mailto:careers@nccusa.edu) or by fax (818) 988-9944.