WESTERN TECHNICAL COLLEGE

Is seeking applicants for

HIGH SCHOOL PRESENTER/ADMISSIONS REPRESENTATIVE
(Full Time)

Requirements:

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

This position may include the following benefits:

• Health, Dental & Life Insurance
• Five weeks of paid vacations
• Paid Holidays
• 401K Retirement Plan

All interested and qualified candidates please submit resume and job application to HR@westerntech.edu. Please quote position in subject line.

----- Please review Job Description below -----
**POSITION OVERVIEW:** Will be the primary representative for Western Technical College to High Schools, Community Colleges, Professional firms and other related businesses, as well as key associations and industry stakeholders. In that role, the Employee must have truly exceptional presentation, communication and organizational skills, as well as an obvious and infectious passion for the career development of industry professionals.

**ESSENTIAL FUNCTIONS:**

1. Conduct all activities in accordance with the highest ethical standards. Adhere to all state, and federal accreditation and college rules and regulations regarding student recruitment.
2. Accurately and completely portray college educational programs, expected outcomes, student services, and financial consideration to students, parents and educators. Accurately forecast projected new students on a periodic basis for the Director of Admissions.
3. Create, establish and maintain key relationships with high schools and organizations- Minimum of five high school visits a week, and ten presentations/events a week.
4. Participate in on-site enrollment activities such as open houses and guided tours.
5. Generate quality/workable leads -2,000
6. Attend local conferences and events, and participate in relevant student-oriented activities in local community.
7. Schedule and conduct interviews, pursue qualified candidates for enrollment, and determine appropriateness of candidates for admission based upon career goal compatibility.
8. Conduct all activities in accordance with the highest ethical standards. Adhere to all state, and federal accreditation and college rules and regulations regarding student recruitment.
9. Meet and exceed performance standards including lead generation.
10. Proven ability to work independently and manage multiple tasks efficiently and effectively.
11. Work well with other departments and able to handle a fast paced environment.
12. Provide important feedback to management to ensure future success.
13. Provide best practices for the benefit of the Admissions department.
14. Assist with mentoring and training as needed.
15. Demonstrate success selling and/or recruiting.
16. Maintain exceptional presentation skills; deliver persuasive and sales-oriented presentations to both small and large groups of students.
PLEASE NOTE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

EDUCATION AND EXPERIENCE REQUIREMENTS:
1. 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. Ability to read, writes, speak and understand English fluently.
2. Ability to read, writes, speak and understand Spanish fluently. (There are some occasions when the position does not have this requirement. Discuss with the interviewer.)
3. Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem solving skills.
4. Must be customer service oriented.
5. Ability to meet or exceed the company’s attendance and punctuality standards.
6. Ability to evaluate objectively, fairly, and consistently.
7. Creativity and initiative.
8. Ability to operate a computer and other normal office equipment.
9. 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