JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Admissions Representative</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Admissions</td>
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<tr>
<td>Reports to:</td>
<td>Admissions Director</td>
</tr>
<tr>
<td>Supervises:</td>
<td>N/A</td>
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<tr>
<td>Classification:</td>
<td>Salaried</td>
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<tr>
<td>Status:</td>
<td>Non-Exempt</td>
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**IMPORTANT NOTES:**
- Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.
- 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.

**POSITION OVERVIEW:** Responsible for recruiting qualified applicants for admissions to the college in accordance with state and federal accreditation and Institute policies and regulations, consistent with the highest ethical standards. The admissions representative must conduct a high quantity of prospect phone contacts to secure weekly standard appointment set and interview activity, and to conduct follow-up activity with unresolved interviewees and future class applicants. You must assure that the Western Technical College philosophy: quality services to clients; development, growth, involvement, and recognition of employees; sound economic principles; and environment which is conducive to innovation, positive thinking and expansion - is considered in carrying out the duties and responsibilities of this position.

**ESSENTIAL FUNCTIONS:**
1. Manage inquiries to achieve prompt contact and performance activity; utilize approved recruitment policies/formats; make prompt and effective contact with inquiries and redirect unqualified candidates based upon incompatible career goals.
2. Secure new inquiries (Personally Developed Leads) by directly asking phone and in-person contacts about referrals of others to contact about the college offerings.
3. Schedule and conduct interviews, pursue qualified candidates for enrollment, and determine appropriateness of candidates for admission based upon career goal compatibility.
4. 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.
5. 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.
6. Consistently conduct follow-up monthly at minimum with all applicants to ensure successful matriculation. Assist other personnel and departments with data collection and problem solving.
7. Participate in appropriate recruitment and enrollment activities including: open houses, regional presentations, training sessions, orientation programs, career days, etc.
8. Other duties as assigned.

**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. Possess a sincere interest in helping others achieve life goals.
2. Excellent written and verbal communication skills.
3. Strong interpersonal skills with both faculty and student populations.
4. Superior organizational and problem resolution skills.
5. Goal oriented and highly ethical.
6. Strong expertise with MS Office as well as field related hardware and software packages and systems for reporting features.
7. Ability to interact effectively as either a leader or as a member of a team and work collaboratively with other departments.
8. Ability to listen to customers (e.g. staff, etc.) and to understand and respond positively to their requests.
9. Ability to adapt to changing assignments and multiple priorities.
10. Ability to manage multiple tasks and successfully meet deadlines.

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