Bay State College
Admissions Department
Job Description

Title: Admissions Representative
Reports to: Director of Campus Admissions

Summary: Under the Director of Admissions, the Admissions Representative must possess’ high energy, flexibility coping with change, and has a results driven attitude and focus for student success. This position will be responsible for daily interaction with prospective students and their families both in person and over the telephone. The principle accountability of the Admissions Representative is to increase new student enrollments and achieve budgeted starts.

Essential Skills:
- Conduct and engage in extensive telephone work to schedule appointments
- Communicates well both with high school junior/senior and their parents
- Goal oriented, results-driven, self-motivated and highly ethical
- Strong interpersonal skills engaging prospective student/families
- Having an outgoing, confident personality with a professional attitude
- Evaluate prospective students' needs, interests and qualifications while providing clear and concise information to help the prospective student and family make an informed decision about Bay State College
- Professionally assist prospective students and families through the admissions process in accordance with all applicable policies, standards and requirements
- Professionally represent Bay State College and uphold the school’s values (quality, respect, and support)
- Maintain prospective student files and documents
- Maintain confidentiality of student records
- Build and maintain quality respectful relationship with other departments such as Financial Aid, Registrar, Student Affairs, and Academics
- Work as a member of the team and contribute to the professional growth of peers
- Track and record student records and activities in CampusVue
- Does not include recruitment travel.

Requirements:
- Minimum of 1-2 years higher education admissions experience and/or sales experience required
- Excellent one-to-one presentation skills and networking.
- Excellent computer skills
- Detailed organizational and follow up skills
- Ability to multi-task and be a team player
- Strong communication skills, both verbal and written
- Evening and weekend work required

Education:
- Bachelors Degree required

Qualified candidates should forward resume, cover letter and three professional references to:
Kim Odusami, Director of College Admissions
kodusami@baystate.edu