



Bay State College
Where Your Success Matters.



Admissions Representative

The **Admissions Representative** oversees and facilitates student recruitment activities for the Health Program in our Taunton Campus to encourage prospective students to apply to and enroll at Bay State College.

Responsibilities:

- Develops and executes a strategy to administer student recruitment activities (e.g. school visits, college fairs, classroom presentations, information meetings, etc.) within an assigned territory.
- Conducts targeted school visibility in assigned territory.
- Promotes application for and enrollment in Bay State college's academic programs, including: on-campus undergraduate, continuing education, evening division, graduate school, and online education programs, as applicable.
- Develops and maintains relationships with prospective students, parents, educators and counselors to share information about Bay State College and to encourage and facilitate enrollment through continuous follow-up and guidance.
- Conducts group admissions presentations and demonstrations for prospective students and their families.
- Represents Bay State College in various recruiting activities, such as, social media marketing platforms, attendance at conferences, fairs, events and telemarketing, both internal and external, to assist in the recruitment of new students.
- Stays abreast of new academic programs and institutional initiatives, as well as the Bay State College's admission and enrollment policies, processes and procedures.
- Maintains records of recruitment efforts and applicant correspondence per department guidelines.
- Assists with various admissions functions and events, as assigned.
- Performs other duties as assigned.

General Education and Experience Qualifications:

- Bachelor's degree (or equivalent formal training program).
- Experience working in higher education admissions, sales, marketing or in other related work.
- Required two years of similar experience in a higher education setting.
- Valid U.S. driver's license.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
- Excellent customer service, presentation, verbal/written communication and organization skills.

Preferred Qualifications:

- Direct admissions, sales or recruitment experience.
- Located in and/or familiar with the designated territory.
- Experience with using a (CRM) customer relationship management system such as CampusVue or Salesforce.

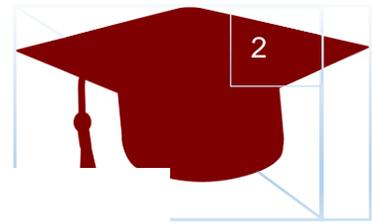
Physical Requirements: Sedentary work. Exerting up to 10 to 15 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Stooping. Bending body downward and forward.

Supervisory Responsibility: No

Working Conditions: Normal office conditions. Must be available to work a flexible schedule.



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Travel:

- Ability to travel extensively in designated territory which may require minimal out-of-territory travel as necessary.
- Ability to work various weekend and evening assignments as required throughout the year.

Job Type: Full-Time, Exempt

Department: Admissions

Reports To: Dean of Admissions

Position Location: Taunton, MA

Pre-Hire Process:

- Authorized to work in the following country: United States.
- Willing to undergo a background check in accordance with local laws and regulations.

Interested and qualified candidates should email a current resume and cover letter to Human Resources at Payroll@BayState.edu. Please include **Admissions Representative in Taunton Campus** in the subject line. **No Phone Calls Please.**

Bay State College is a private career-focused college founded in 1946 in the Back Bay neighborhood of Boston. With a mission to prepare students for successful careers and global citizenship through academic rigor and individualized support, Bay State College seeks candidates who will be leaders in fulfilling that Mission.

Bay State College is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.