



NATIONAL AMERICAN UNIVERSITY

POSITION AVAILABLE
ALBUQUERQUE/RIO RANCHO CAMPUSES
4775 Indian School Rd., NE Ste. 200, Albuquerque, NM 87110

- JOB TITLE:** Admissions Representative
- AVAILABLE:** Immediately
- HOURS:** Minimum of 40 hours per week; evening & weekend hours will be assigned as necessary and hours may be changed from time to time; occasional overtime may be necessary.
- EDUCATION:** Bachelor's degree or higher preferred.
- EXPERIENCE:** Minimum one year sales experience preferred.
- PHYSICAL REQUIREMENTS:** Seeing, hearing, speaking, standing, reaching, bending, stooping, sitting, as well as the ability to exert force to life, carry and/or move objects up to 40 lbs.
- DRESS:** Professional business attire is required.
- SKILLS EXPECTATIONS:** Excellent communication, organizational and interpersonal skills; goal-oriented; customer-service oriented; strong work ethic and willingness to learn and improve in all aspects of the position.
- DUTIES/RESPONSIBILITIES:** Be familiar with objectives, requirements and content of all programs offered by the university; Keep all required reports current and accurate; Take and/or return inquiry calls from persons interested in knowing or receiving information about educational programs offered by the university; Follow up leads promptly and set appointments to interview prospective students at the university; Recommend prospective students to the campus vice president for acceptance to the university; Assure that students complete all required forms for enrollment and collect the application fee; Meet or exceed monthly/quarterly admissions enrollment standards; Maintain minimum overall conversion rate to enrollment for all types of leads as set forth by the university.

If you desire to be considered for this position, please submit a letter of application and resume to Brenda Graves, campus executive officer, as soon as possible. Screening/interviewing will continue until the position is filled.