



NATIONAL AMERICAN UNIVERSITY

**POSITION AVAILABLE
RAPID CITY CAMPUS
321 Kansas City Street, Rapid City, SD 57701**

- JOB TITLE:** Admissions Representative
- AVAILABLE:** Immediately
- HOURS:** Minimum of 40 hours per week; evening and 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.
 - Be involved with retention by helping with preregistration, attendance tracking, and orientation calls as appropriate and/or requested.

If you desire to be considered for this position, please submit a letter of application and resume to Angela Beck at the above address. Screening/interviewing will continue until the position is filled.