POSITION DESCRIPTION

To apply, submit an employment application (click for application), resume, and letter of interest to: Director of Admissions
10131 Coors Blvd. NW Ste I-01, Albuquerque, NM 87114

Admissions Advisor/Associate Admissions Advisor

I. POSITION TITLE: Admissions Advisor

II. EMPLOYEE CLASSIFICATION: Admissions

III. JOB CLASSIFICATION: Non-exempt

IV. ACCOUNTABLE/REPORTS TO: Director of Admissions or Assistant Director of Admissions

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: Forty hours per week. Day, evening, and weekend hours will be assigned by the Director of Admissions and/or the Campus Executive Officer. Hours may be changed and overtime required as needed and with prior approval.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Bachelor's degree required.

EXPERIENCE: One year of related work experience strongly preferred.

PHYSICAL: Reaching, bending, dialing, writing, talking, hearing and sight capabilities; ability to exert force to lift, move and/or carry objects up to 20 lbs.

SKILLS EXPECTATIONS: Excellent interpersonal, communication, and organizational skills; student-oriented attitude; strong work ethic; goal oriented; intrinsically motivated; detail oriented; and willingness to learn and improve in all aspects of the position.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: To advise and enroll students for National American University; to demonstrate a caring attitude toward prospective and enrolled students; to assist students in achieving their educational and career goals in accordance with the mission, core values, and purposes of the university; and to develop public relations contacts in person and by telephone.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:
* A. Proactively contact students on a regular basis to establish and maintain rapport, and serve as the student’s first point of contact to ensure questions are answered and concerns are resolved.

* B. Be knowledgeable about the academic requirements and student learning outcomes of all programs offered by the university and effectively communicate such information to prospective students and other interested persons.

* C. Maintain current and accurate reports and records, including the student database (CampusVue).

D. Refer all student questions regarding financial aid eligibility to the appropriate financial services representative.

* E. Promptly respond to all inquiries regarding educational programs offered by the university.

* F. Interview prospective students.

* G. Ensure that students complete all requirements for enrollment in compliance with university policies and procedures.

H. Continually seek prospective students through personal contacts and referrals.

I. Aid in student retention as requested.

* J. Participate in regular one-on-one coaching sessions with supervisors.

K. Perform other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: All faculty, staff and students of the university.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures, and practices of the university and/or the university president and CEO.

National American University reserves the right to alter this position's description/duties or employment hours to meet the needs and goals of the institution.

*Denotes essential elements of the position.