



NATIONAL AMERICAN UNIVERSITY

Admissions Advisor/Associate Admissions Advisor

To apply, submit an employment application ([click here for application](#)), resume, and letter of interest to: Director of Admissions
300 N. Coit Road, Suite 225, Richardson, TX 75080

Admissions Advisors will enroll students for National American University and make other public relations contacts (in person and by telephone). Will take and/or return inquiry calls from persons interested in knowing or receiving information about educational programs offered by the university, and follow up with prospective students.

DUTIES/RESPONSIBILITIES:

- Be familiar with objectives, requirements and content of all programs offered by the university
- Keep all required reports current and accurate
- Assure that students complete all required forms and paperwork for enrollment

About National American University

National American University is an equal opportunity employer with over 25 campuses education centers located in nine states and an online campus with affiliations worldwide. NAU is continually searching for talented, energetic employees who want to join our innovative, dynamic institution. We look for individuals that demonstrate caring attitudes toward prospective and enrolled students, and to assist students in attaining their education/employment goals in support of the mission of the university as defined by the university president and the board of governors.

Associate Admissions Advisor requirements:

EDUCATION: High school diploma or GED equivalent 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.

Admissions Advisor 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.