



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION System-wide

**To apply, submit an employment application ([click here for application](#)),  
resume, and letter of interest to: Regional Vice President – St. Louis  
401 NW Murray Road, Lees Summit, MO 64081**

### **Admissions Advisor/Associate Admissions Advisor**

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 on leads promptly and set appointments to interview prospective students at the university.

#### **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 for enrollment and collect the application fee;

#### **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 do everything possible 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; Bachelors degree preferred.

**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.

