To apply, submit an employment application (click here for application), resume, and letter of interest to: Director of Enrollment and Completion
3906 E Frontage Rd NW Hwy 52
Richardson, TX 75080

National American University offers a competitive compensation package which includes medical, dental, vision, and a 401K option. NAU also offers tuition assistance 6 months after employment. Visit www.national.edu to learn more.

Enrollment & Completion Advisor (Admissions)

If you want to make a real difference in the lives of others, then becoming an Enrollment and Completion Advisor with National American University may be the career for you. Work with amazing people dedicated to enhancing human potential through education. If you have a true passion for helping people improve their lives, if you thrive in a fast-paced, service-oriented environment, and if you feel confident assisting students to achieve their goals through education, then we want you to apply for this position!

National American University is a regionally accredited, proprietary, multi-campus institution of higher learning offering associate, bachelor’s, master’s, and doctoral degree programs in technical and professional disciplines. Accredited by the Higher Learning Commission, NAU has been providing technical and professional career education since 1941. Today, NAU offers degree programs in traditional, online, and hybrid formats, which provide students increased flexibility to take courses at times and places convenient to their busy lifestyles.

The primary role of the Enrollment and Completion Advisor is to advise, enroll, and assist students in achieving their educational goals.

Duties Include:

- Actively contacting prospective students by telephone, email, and other communication technologies
- Interviewing prospective students, answering their questions, helping them to identify personal and professional goals, and assisting them with the enrollment process
- Engaging students by presenting NAU academic programs accurately and dynamically
- Advising and assisting continuing and re-entry students to register for proper courses
- Proactively communicating with students and serving as their first point of contact to answer questions and direct them to additional NAU resources
- Developing new inquiries (Personally Developed Referrals) by requesting recommendations for other persons who may benefit from continuing their education
- Representing NAU with the highest level of integrity and professionalism
Essential Attributes:
- Prior recruiting, customer service, sales, or other related experience with a record of success
- The ability to work in a results-oriented environment
- Excellent verbal communication, presentation, and interpersonal skills
- Energy and a positive attitude
- A sincere interest in helping others achieve their goals

Qualifications:
- Some college education required; one year post-secondary education (equivalent to 30 semester hours/45 quarter hours successfully completed) preferred