To apply, submit an employment application (click here for application), resume, and letter of interest to: Director of Education Consulting/Services
5301 S Highway 16
Rapid City, SD 57701

EDUCATION CONSULTANT
Position Description

Summary
The Education Consultant drives the entire admissions process at the campus level. The major purpose is to recruit, qualify and enroll new students into our programs. Any student seeking admission to a program must first pass through a consultation and evaluation process with the Education Consultant prior to meeting with a Financial Aid Officer. The Education Consultant is accountable for the delivery of high-quality professional services in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Education Consultant must satisfy the following minimum qualifications:
1. Some college education required, associate or bachelor degree preferred
2. At least one year of customer service and sales experience
3. Computer literacy in MS Office (Word, Excel, PowerPoint & Outlook)
4. Experience with contact management software preferred
5. Strong presentation and Public speaking skills.

Skills and Attributes
The Education Consultant must possess the following skills and attributes: energetic; customer-oriented attitude; excellent organizational skills; self-motivated and goal oriented; excellent written/oral and interpersonal communication skills with a genuine concern for the customer; ability to work quickly to meet deadlines; strong work ethic, and willingness to learn and improve in all aspects of the position; strong desire for a successful career in education sales and successful negotiating skills.

Essential Functions
The Education Consultant performs the following essential functions:
1. Telephone prospecting through contact and follow-up with potential new students. Must be able to build trust and rapport with each student.
2. Travels to various locations and ongoing outreach activities to recruit new students. Responsible for the development of external relationships with local businesses, agencies, associations and organizations to assist in promoting sales. Must be able to participate in events, meetings, trade shows and seminars.
3. Pre-screen, interview and assess each applicant on the merits of the applicant’s ability to qualify for the program.
4. Overcome obstacles and objections that are presented by the applicants to aid in the success of the sales process.
5. Establish and maintain rapport with student body and staff to promote referrals.
6. Maintain regular date entry in Salesforce or CampusVue.
7. Maintains thorough knowledge of the objectives, requirements, and content of all programs offered by NAU in order to provide accurate information to prospective students.
8. Assists with resolving student enrollment issues as needed.
9. Complies with all university and federal regulations.
10. Tracks and monitors assigned applicants through the pre-enrollment process.
11. Performs other duties as assigned.

**Required Work Hours**

A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**

1. The Education Consultant reports to the Senior Education Consultant with dotted line to Director of Education Consulting/Services
2. This position has no supervisory responsibilities

**Physical Requirements**

The Education Consultant must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**

Periodic travel internationally, including airline travel and overnight stays, will be required.