

Campus Based Admission Advisor

Chancellor University is a highly motivated, energetic team of business scholars, academics, and practitioners who are working diligently on transforming our 160 year-old university into a regional powerhouse for business education and innovation. We offer a cutting-edge instructional environment that matches the fast-paced, demanding needs of today's global educational marketplace. Chancellor University currently offers associates, bachelors and masters degree programs in business, professional studies and liberal arts, including the new Jack Welch Management Institute.

The University is experiencing tremendous growth and is currently accepting applications for a full time Campus Based Admission Advisor. Potential candidates with a strong understanding of market-driven universities and the online teaching environment are highly encouraged to apply

This position is responsible for the initial contact with prospective students and the management of student files in PowerCampus. Additional duties include:

- Advise students on appropriate program choice, admissions requirements needed, financing options, ways to earn more credit and registration for first semester classes.
- Utilize all forms of communication phone contact system, email, SKYPE, webinar, and mail to communicate to prospective students.
- Serve our prospective students, new students and each other with uncompromising excellence and professional respect.
- Take ownership of students assigned by coordinating with other departments to get necessary tasks done on behalf of the prospective or new student.
- Input admissions data into PowerCampus. Insure that all information is accurate, complete, and up-to-date on a daily basis.
- Schedule and attend events with the purpose of promoting Chancellor University and the Jack Welch Management Institute's brand, recruiting students by collecting lead cards, and helping student apply for the degree programs.
- Meet monthly key performance indicators and goals.
- Open and distribute mail daily to appropriate staff. Process incoming mail documents designated for student records.
- Follow internal office procedures and systems for processing admissions data and/or documents.
- Work with surrounding support offices to verify that students' files are processed and completed.
- If a system or procedure requires streamlining, discuss this need with the Admissions management team.

- Provide clarification of data from PowerCampus to faculty/staff as requested.
- Assist with campus tours and activities
- Other responsibilities as assigned by the admissions management team.

Skill and Educational Level:

Prefer bachelors degree, masters degree desired.

Strong communication skills required.

Functionally familiar with various computer programs, including MS Office

Multilingual individuals are desired

Sales and customer service experience preferred

Background in higher learning is preferred

Physical Demand:

- Must be able to remain stationary 50% of the time.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Occasionally ascends/descends stairs.
- The person in this position frequently communicates with potential clients, coworkers, and students who have inquiries about Chancellor University, its programs, history, and other relevant information. The person must be able to exchange accurate information in these situations.
- Occasionally moves Audio/Visual equipment and/or laptop computer weighing up to 25 pounds across campus and to various client sites, classrooms and events needed.

Chancellor University offers a competitive salary as well as employee-friendly benefits. The benefits package includes medical, dental, life, short and long term disability, and a 401(k) plan. A tuition remission package is also provided at no cost to the employee.

Interested candidates should send their resume, cover letter, and the name, email address, and telephone numbers of three references to employment@ChancellorU.edu. Specify "Campus Based Admission Advisor" in the e-mail subject line.

Please visit our website at www.ChancellorU.edu today!

Chancellor University is an Equal Opportunity Employer. The university is committed to diversity in the workplace and strongly encourages applications from women and minorities.

