



1020 East Washington Street • Colton, California 92324
• (909) 783-9331 or (800) 600-5422 • Fax: (909) 783-9334

Job Description

Job Title: Admissions Representative

Reports To: Director of Admissions

Position Responsibilities:

- Coordinate recruitment to ensure good customer service to all prospective students.
- Complete accurate and neat reports.
- Formulates procedures for systematic record retention.
- Coordinates appointments for prospective students for each department including Admissions, Financial Aide, and Education departments. Follow-up is included when student appointments are rescheduled.
- Required to participate in community outreach events, as requested.
- Required to participate in evening and weekend work rotations for the Admissions department, as requested.
- Responsible for collecting essential documents required for admittance before the interview process.
- Must possess good oral and written communication skills.
- Responsible for calling prospective students.
- Responsible for auditing files for completeness and accuracy within seven business days. Ensure the files are transferred to Director of Admissions for auditing. Follow-up on missing documents in a timely manner.
- Responsible for outgoing correspondence in the Admissions department including, Letters requesting documents etc.
- Must comply with Policy and Procedure. May be responsible for updating Policy and Procedure.
- Responsible for completing all other related duties as assigned.

Qualifications:

1. High school graduate
2. Exceptional interpersonal and communication skills
3. Strong organizational skills
4. Computer literate
5. Must project a professional image for the company
6. Excellent telephone skills required
7. Must be sales oriented

Physical Requirements:

- Ability to spend 6 or more hours per day sitting at desk or computer terminal.
- Ability to commute from one campus to another.
- Ability to hear and speak clearly as may spend one or more hours per day on telephone.
- Ability to regularly use hands, fingers and arms to write, type, pick up the phone for extensive periods of time, finger papers, handle papers, books and files and reach in any direction for items.
- Must be able to lift up to 20 lbs.

Printed Name

Date

Signature