



## **Remote Enrollment Advisor, Adult Programs**

Reports To: Directors of Enrollment, Adult & Graduate Programs  
Department: Enrollment, Adult Programs  
Status and Duration: Full-time, 12 Month, Exempt

**Summary:** The Remote Enrollment Advisor will be responsible for recruiting students for the adult online degree programs, and will be given additional tasks as determined by the Directors of Enrollment.

### **Specific Functions**

- Recruit students for the adult online programs.
- Aggressively weekly lead goal expectations including phone calls, texts, emails, applications, referral leads, student enrollments, and retention goals.
- Track incoming applicant paperwork for each scheduled cohort start, and update, maintain, and provide reporting from the database and other systems and software used by the Adult Programs office.
- Follow up with prospective students throughout the enrollment process via various forms of communication (i.e. face to face, telephone, electronic and mailings.)
- Schedule and conduct Information Sessions to generate additional leads.
- Sets up displays and be available at job fairs, community colleges, churches, conferences, etc.
- Work closely with other departments within Grace Bible College, having input and direction with design, ordering, and inventory of various adult and online studies promotional materials.

- Participate in appropriate professional development workshops and seminars as determined by the Vice President of Adult & Graduate Programs.
- Other responsibilities and functions as requested by supervisor and or senior leadership team.

### **Qualifications**

- Extensive recruiting experience particularly geared towards adult and online higher education programming.
- Bachelor's degree is preferred while some college education is required.
- Developed Computer Skills in Microsoft Office, database software
- Must display the ability to be a self driven, results oriented team player working independently with minimal supervision.
- Effective communication skills are required – both written and verbal. (Including telephone and interpersonal)
- Positive attitude, high level of energy and enthusiasm. A pleasant and helpful demeanor will assist in the favorable development of relationships.
- Excellent critical thinking skills, sound decision making, prioritization skills, and prompt follow up are key elements.
- Excellent leadership and time management skills.
- Acknowledge Jesus Christ as personal Lord and Savior and demonstrate personal maturity and godliness, growing in conformity to the image of Christ.
- Support the mission statement of “Graduating Godly Individuals Prepared to Serve Christ in Church and Society”.

### **Work Environment**

Travel required a minimum of 15 – 25% of the time, as needed for updates and professional development along with various recruiting events. While performing duties of the job, the employee is regularly required to sit and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.