



Job Description Enrollment Advisor, Online (Remote)

Reports to:	Director of Enrollment, Online
Department:	Online
Status:	Full time, Exempt
Salary:	TBD

Summary

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

Essential Duties:

- Recruit required amount of students for the online programs.
- Retain required amount students through the first class (with passing grade).
- Generate required amount of referral leads.
- 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 online office. Follow up with prospective students throughout the enrollment process via various forms of communication (i.e. phone, text, email, mail, and face to face if applicable)
- Work closely with other departments within Grace Christian University, acting as a student advocate between departments.
- Participate in appropriate professional development workshops and seminars as determined by the Directors of Enrollment.
- Other responsibilities and functions as requested by supervisor and or senior leadership.

Additional Duties:

- Aggressively generate leads by developing corporate contacts with the area businesses, Para churches and churches.
- Schedule and conduct Information Sessions to generate additional leads.
- Sets up displays and be available at job fairs, community colleges, churches, conferences, etc.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience – Bachelor’s degree is preferred while some college education is required. Extensive recruiting experience particularly geared towards online higher education.
- Computer Skills – Possess a working knowledge of computer applications. Must have the ability to accurately and efficiently perform required tasks, with the ability to learn new technology quickly.
 - Customer Service Skills – Effective written and verbal communication skills required. Frequent interaction with online students, and agencies requires positive customer relations and ability to work with diverse populations. A pleasant and helpful demeanor will assist in the favorable development and maintaining of relationships.
 - Comprehensive Skills - Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals.
 - Decisiveness/Reasoning - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Sound decision making, problem solving, prioritization skills, and prompt follow up are key elements.
 - Self-Starting Team Player – Must display the ability to be a team player, yet have the self drive to work independently, take initiative, and perform with minimal supervision.
 - Physical Demands – A minimal amount of travel is required as needed for updates and professional development and various recruiting events. While performing the duties of this job, the employee is regularly required to sit, and use hands to type. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. 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, color vision, peripheral vision, depth perception and ability to adjust focus.
 - Travel required a minimum of 15 – 25% of the time, as needed for updates and professional development along with various recruiting events.
 - Acknowledge Jesus Christ as personal Lord and Savior and demonstrate personal maturity and godliness, growing in conformity to the image of Christ.
 - A genuine interest in the ongoing success of Grace Christian University and the support of the mission statement of “Graduating Godly Individuals Prepared to Serve Christ in Church and Society.”