**Summary**

Facilitate prospective student through application process for bachelors, masters and certificate programs.  The Enrollment Advisor will discover the needs and concerns of prospects, demonstrate how our programs can best meet those needs, and support the prospective students through the admissions process to include registration completion.  Demonstrate the ability to work collaboratively in a team focused environment to meet the needs of the prospective students and the Academic Partner.

**Responsibilities** **Specific duties and responsibilities include, but are not limited to, the following.  Other duties and responsibilities may be assigned.**

* Communicate with prospective students via call campaigns, emails, face to face regarding the Program.
* Advise prospective students using a consultative process.
* Utilize database tools to efficiently track each interaction and the progress of all assigned leads.
* Guide them through the admissions process with the goal of determining if the program is a fit for their educational needs.
* Effectively follow departmental lead management guidelines for all leads.
* Effectively communicate industry trends, quality of leads, and program updates for appropriate cross-functional and departmental team members.
* Actively participate in weekly meeting rhythms being prepared to discuss performance data, prospective applicant concerns, and creative solutions to enhance team performance.
* Conduct a self-audit to ensure efficiency and consistency of data base.
* Monitor application process to ensure effective communication in tandem with application deadlines.
* Implement an email cultivation strategy designed to re-engage leads that have fallen to inactive statuses.
* Review previous term’s conversion metrics to forecast future enrollment metrics
* Update data base system to reflect current/upcoming term information (email templates, enrollment periods, filters, etc.)
* Requires the ability to work a flexible schedule, weekends, evenings to accommodate student, departmental and company’s needs.

**Qualifications**

* Bachelor’s degree
* 1  to 3 years sales experience (some part has to be physical face to face selling/conversion of leads)
* General knowledge of  higher education and/or college admissions and recruitment preferred
* Exemplary verbal and written communication skills
* Ability to work evenings until 9:00 PM
* Ability to work weekends as business needs dictate

**Location**

* Noida/East Delhi for the first few months
* Gurgaon starting from August/September