

Job Description

Admissions Department

Admissions Advisor (full-time)



Location: 1007 University Ave, Berkeley, CA. 94710

40 hours per week

Monday-Friday, 9:00am-5:30pm

Hourly pay, non-exempt

Job Summary

No Cold Calling! We have prospective students who are **hungry** for an education in holistic nutrition + the culinary arts. We need someone who is just as hungry to help them reach their goals.

The Admissions Advisor reports to the Admissions Manager and fulfills all aspects of daily communication with prospective students.

The right candidate will be self-motivated, professional, and friendly and possess exemplary sales, strong interpersonal, social, and communication skills.

Our mission: Bauman College educates future leaders, thinkers, and creators in the holistic nutrition and culinary arts professions to support people in achieving optimal health and create a paradigm shift in the way our world thinks about food. Our goal is to change the way people consume food from convenience to conscious eating. We provide students with a comprehensive understanding of nutrition, culinary arts, and business practices to prepare them for career success. Bauman College is committed to spreading personal, community, and global wellness through increased awareness of the healing power of fresh, whole food.

Key Responsibilities:

- In-depth lead management/nurturing through a friendly and consultative, relationship-building sales process
- Maintain a 20% or above Conversion Rate from Lead to Enrollment
- Follow up with all assigned incoming leads within 5 minutes and continue to follow up until enrolled or closed for other reasons (minimum expectation of 150 -200 outgoing calls per week)
- Communicate Bauman College mission, history, and curriculum clearly and concisely
- Schedule and conduct appointments by phone or on-site with prospective students
- Assess and advise prospective students regarding individual goals
- Assist prospective students in working through obstacles to fulfillment of their goals
- Follow-up with every prospect through e-mail immediately after initial contact
- Share all pertinent information learned with your team
- Participate in sales and promotional events that may involve flexibility of hours

- Work with Admissions Manager and admissions team providing support that promotes the Bauman College mission

Job Requirements (minimum)

Bachelor degree with a sales/business emphasis, or equivalent combination of education and experience

3 Years of sales experience, preferably in the education sector

Strong analytical and problem solving skills

Strong leadership, presentation, and communications skills (verbal and written)

Ability to work independently or as a team with all levels of employees at various locations

Proficient in MS Office Suite

Experience with Google Apps

CRM Experience (Experience with Salesforce a plus)

Occasional travel between campuses required

Flexibility in hours to accommodate the needs of the business a must

This Job Description is only a summary of the typical functions of the position and not a comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of this position might differ from those outlined in the Job Description. Other duties, as assigned might be part of the job.