**Position Title:** High School Admissions Representative  
**Reports To:** Director of Admissions and Campus Dean  
**Classification:** Exempt  
**WC Code:** 8868  
**Position Type:** Fifth Level Administrator

**Major Responsibilities:** Responsible for Admissions process of High School Students. Provides information on programs and eligibility requirements; Reviews applications and related documentation for compliance, provides assistance to high school students interested in enrolling. Responsible for enrolling a minimum of four applicants a week.

**Specific Duties and Responsibilities:**

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and Institutional Effectiveness process.
2. Respond to communications (e-mail, voice mail) on a daily basis.
3. Using an approved phone log, make calls to all prospective high school students interested in knowing or receiving information about the degrees, including entrance requirements, curricula and academic standards.
4. Visits and conducts presentations to local high schools.
5. Respond to inquiries (survey cards) promptly to all potential high school students interested in information regarding Florida National University admissions.
6. Classify all inquiries by the appropriate media source between high school presentations, referrals, personally developed leads or other lead source and account for all inquiries.
7. Consistently conduct follow-up with all applicants to ensure successful enrollment in the appropriate program.
8. Conduct student/parent interviews to enroll high school students who meet eligibility requirements.
9. Complete all required forms for enrollment, ask students and parents for Id's, copies of parents W-2 documentation to make copies and create folders for F Aid appointment and registration. Collect the $50.00 registration fee from the student and follow up to ensure that financial aid packaging is complete.
10. Implement a plan for generating referrals or personally developed leads in every interview.
11. Maintain a reasonable conversion rate on all types of inquiries from lead to interview, interview to application, and application to enrollment.
12. Perform other duties and responsibilities as assigned.
13. Motivated self starter with great communication skills who has the ability to create and maintain relationships.
14. Team Player must have the ability to work effectively as part of a team.
15. Ability to meet goals and deadlines in a fast paced environment.
16. Ability to work a minimum of three evenings on a weekly basis and the ability to work in a fast paced environment.
17. Participate in the self studies and committees conducted by the University.
18. Support and participate in University Commencement Ceremonies.
19. Performs other duties as assigned.

To apply for this position please click on the link below: