



**Position Title:** Distance Learning Admissions Representative  
**Reports To:** Director of Admissions, Admissions Supervisor and Campus Deans  
**Position Type:** Exempt  
**WC Code:** 8868  
**Position Type:** Fifth Level Administrator

**Major Responsibilities:** Identify, recruit and enroll prospective students in the programs available at the college. Ensures that all recruitment and enrollment activities are conducted within the parameters established by the admissions requirements stated in the catalog, as well as in the College's Code of Ethics.

**Specific Duties and Responsibilities:**

1. Read, understand and comply with the College's mission, the catalog, the College's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Maintain a thorough knowledge of the College's policies and procedures pertinent to the admissions process including program requirements, tuition and fees, refund policies, class schedules, payment plans, etc. and apply them consistently to student's enrollment.
3. Obtain a thorough knowledge of the College's objectives, requirements and content of all programs of study offered in order to present complete and factual information to prospective students.
4. Works closely with students to identify and refine student's educational and career goals, providing ongoing advisement to those students.
5. Identify, recruit and enroll prospective students and conduct interviews with them and parents to provide program information and requirements, assess prospective student's post-secondary education needs, and finish the enrollment process as appropriate.
6. Organize, maintain, and update all student admissions information in the database, as well as in the students' file.
7. Complete and process all enrollment documents and ensure the student's file meet audit requirement standards.
8. Communicate with students on a regular basis and follow-up class participation to promote retention and educational continuity.
9. Conduct tours of the College for prospective student and parents.
10. Maintain a leads management program which includes number of enrollments, and follow-up calls.
11. Participate in recruiting activities such as college fairs, career days, education fairs, festivals, and any other activities to promote, develop and maximize enrollment opportunities. This activity may fall on any day including weekends and after regular work hours.

12. Support and participate in College Commencement Ceremonies.
13. Participate in the self studies and committees conducted by the college.
14. Responds to communications (email/voicemail) on a daily basis.
15. Performs other duties as assigned.

**Note:** The use of computers and college resources is limited for school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you are interested in applying for this position, please click on the link below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=196432&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=196432&lang=en_US&source=CC3)