

Unitek College

is a private nationally-accredited college with campuses in the San Francisco Bay Area and Sacramento, California. We offer on-ground, hybrid and online programs in Nursing, Allied Health, and Information Technology from the Certificate to Bachelors levels.

Whether you are an established sales/recruiting professional looking for growth, or an emerging star seeking corporate development, we may have a place for you! We are hiring ambitious and ethical individuals capable of producing results within a team environment.

JOB DESCRIPTION/DUTIES

Admissions Representatives are responsible for recruiting and qualified candidates who demonstrate the ability to succeed in their chosen field of study. Admissions representatives must:

- Possess excellent communication skills and ability to handle multiple tasks in individual, one-on-one and group environments.
- Meet with and interview potential students at the campus.
- Field and execute inbound/outbound phone and internet inquiries.
- Be informative and build the value of career training while qualifying students for entrance who will be **SUCCESSFUL GRADUATES**.
- Discuss outcomes and likelihood of student success in relation to course curriculum and job-market trends.
- Be accountable for daily, weekly and monthly activity outcomes.
- Possess a sincere interest in helping others achieve life/career goals.

MINIMUM REQUIREMENTS

- Associates degree or higher. Equivalent credits not accepted - no exceptions. Resumes not displaying these criteria will not be considered.
- 2+ years of sales/recruiting experience

COMPENSATION

- Full-time, on-site position.
- Salary based on experience. Admissions Representatives do not work on commission.
- Highly competitive benefits package (health, dental, vision, retirement).
- Excellent corporate development/leadership program.

Send an email of interest with resume attached to rubinderg@unitekcollege.edu

Thank you,

Rubi Gill

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