

Enrollment Specialist

Point University is a private liberal arts institution that educates our students within a Christian worldview, so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Enrollment Specialist serves as the primary contact for prospective students interested in online graduate and undergraduate programs at Point University. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is required. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

Essential Responsibilities

- Outreach via multiple modalities to individuals expressing interest in attending Point to complete application and appropriate steps toward enrollment.
- Promote value of higher education and Point experience; able to guide prospective students to overcome obstacles in order to enroll.
- Process applications and manage their follow-up to increase applicant conversion. Weekly communication with each student is expected.
- Position requires some travel to recruit new students, attend local events, as well as build church and community relations.
- Work collaboratively with other departments to ensure a smooth entry process for new students.
- Attend and assist with information events both in person and virtual.

Required Attributes and Skills

- Bachelor's degree or commensurate experience
- Outstanding organizational skills; able to multi-task
- Must seek to take the initiative and has demonstrated a strong work ethic
- Ability to provide guidance to and motivate prospective students
- Excellent interpersonal, communication and teamwork skills
- Excellent computer skills: word processing, spreadsheets, data bases, and social networking
- Flexibility to work occasional nights and/or weekends
- 20% travel, some may require overnight stays

Preferred

- Two to three years of experience sales and/or marketing
- Three years of experience with Student Information System (SIS), presently Ellucian Colleague, and Customer Relationship Management (CRM), presently Ellucian Recruit
- Fluency in Spanish and English