

<b>JOB TITLE:</b>	COLLEGE EDUCATION LIAISON/ADMISSIONS
<b>JOB CODE:</b>	CELA2019
<b>REPORTS TO:</b>	DIRECTOR OF ADMISSIONS
<b>CLASSIFICATION:</b>	FULL-TIME, 12-MONTHS, BENEFITS ELIGIBLE
<b>POSTED:</b>	March 27, 2019
<b>CLOSES:</b>	OPEN UNTIL FILLED

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**POSITION OVERVIEW:** Individual will work in a range of targeted high schools, community colleges and businesses to promote LeMoyne-Owen Colleges brand to develop awareness of LeMoyne's programs and/or courses and attract high quality students/businesses through liaison with high schools, community colleges and businesses.

**DUTIES AND RESPONSIBILITIES:** Plan, organize and schedule visits to high schools and businesses to make presentations about LeMoyne-Owen College opportunities and program options. Work with school counselors and business leaders to educate them on LOC post-secondary education opportunities.

Categorize and input inquiry cards generated by presentations and events according to the stated procedures.

Call lead inquiries, set up appointments, interview, qualify and enroll prospective students at their school or campus.

Use judgment and discretion to evaluate career paths, match students with career paths according to career goals and available programs of study. Enroll prospective students for degree programs of their choice.

Work effectively towards the goal set each semester on the annual plans and design and deliver local strategies for individual schools and businesses to increase the number of applications and students from those institutions.

Work closely with the Career Services department to inform the business community about customized training programs and higher education learning at LOC.

Create and cultivate partnerships with companies or corporations, understanding their business training needs.

Develop and organize education presentations and recruitment events for businesses and their employees.

Attend career fairs and any other high school, community and business sponsored events.

Plan, organize and schedule "Open House" and/or other events for high school students, teachers, counselors, business owners and Human Resources directors.

Maintain communication in resolving problem situations and in mediating solutions. Address any inquiries, questions, concerns or issues to ensure appropriate action is taken to the satisfaction of the student, college, and/or regulatory agencies in compliance with policy, procedures and legal requirements.

Manage a lead management system (enter, contact and follow up with leads within 24hrs, confirm appointments, qualify and enroll prospective students, contact follow up, etc.)

#### **QUALIFICATIONS:**

Bachelor's degree in Business or a related field (preferred).

Minimum of 1 -2 years admissions recruitment or sales experience.

**KNOWLEDGE, SKILLS & ABILITIES:**

Excellent presentation and public speaking skills  
Proficient in computer skills  
Ability to set up and use technology for presentations  
Ability to read, write, speak and understand English fluently.  
Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem solving skills.  
Must be customer service oriented.  
Ability to meet or exceed the company's attendance and punctuality standards.  
Ability to evaluate objectively, fairly, and consistently.  
Have creativity and initiative.  
Ability to operate a computer and other normal office equipment.  
Possess excellent telephone skills.  
Ability to work early mornings, late nights, and weekends as needed.

**WORKING CONDITIONS/PHYSICAL DEMANDS:** Work is normally performed in a typical interior/office environment. While performing the above job duties of this job, the employee is regularly required to sit for long periods of time. The employee, frequently, is required to walk, stand, reach and lift (10) pounds. The employee is required to travel within the area, as well as overnight on occasion. Specific vision abilities required by this job include close vision.

**HOW TO APPLY:**

To apply to this position, interested candidates must submit to [jobs@loc.edu](mailto:jobs@loc.edu): (1) cover letter, indicating interest in this position, and (2) resume. Please place job code (CELA2019) in the subject line of the e-mail.