

## The Sullivan University System

<b>Job Title:</b> Regional Military Admissions Officer	<b>Location:</b> The Sullivan University System
<b>Department:</b> Admissions	<b>Status:</b> Full-time
<b>Reports to:</b> Corporate Director of High School Admissions	<b>FLSA:</b> Exempt
<b>Revision Date:</b> May 2010	<b>Supervisor of:</b> n/a

### **Position Overview**

The Regional Military Admissions Officer works under the supervision and guidance of the Corporate Director of High School Admissions to locate, inform, interest, and enroll the quality and quantity of students necessary to ensure enrollment objectives and the needs of the students are met.

### **Essential Job Functions**

- Develops and maintains rapport with military personnel, students, parents and the general public.
- Visits SUS campuses and military installations as requested or as appropriate.
- Procures and follows-up on prospective student referrals from applicants and other sources, communicating with campus admissions representatives as necessary to facilitate student processing.
- Conducts interviews with prospective students to determine the student's objectives and to ensure the student is enrolled in the most appropriate program.
- Arranges and provides tours of campus.
- Facilitates the students' enrollment and registration process by ensuring proper completion of the application, collection of related fees, scheduling of financial planning appointment, notice of registration and orientation dates and so forth.
- Ensures retention of enrolled students by maintaining contact with applicant until they begin class.
- Maintains accurate and timely recordkeeping of activities and statuses related to prospective students in the Campus Vue system.

### **Non-Essential Job Functions**

- Assists with department events such as scholarship day, open house, and graduation ceremonies.
- Performs other duties as assigned.

### **Requirements**

- Minimum of a Bachelor's Degree.
- Three years previous sales experience and post secondary education are preferred.
- An equivalent combination of education and work experience may be considered.
- Successful experience in the active military, guard or reserve and ability to identify oneself with military/veteran applicants.

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- Knowledge of military benefits required.
- Good time management skills.
- Excellent written, verbal, and interpersonal skills required.
- Ability to maintain a flexible work schedule including evenings and weekends.
- Basic knowledge of financial aid programs and procedures.
- Proficient knowledge of Sullivan University program offerings and of the competition's product.
- Must be able to function efficiently in a stressful work environment.
- Must maintain a valid driver's license and satisfactory driving record.
- Must be able to sit and/or stand for extended periods of time.
- Must be able to hear and speak well enough to communicate with students, faculty, and staff face to face and via the telephone.

This job description lists the major responsibilities of the job title listed. By no means is the job limited only to the responsibilities listed. **Cooperation between employees is expected during periods of heavier than normal workloads and revisions to these duties on either a temporary or permanent basis is possible.**