



Hiring the right people in the right positions!

***** Admission's Coordinator (Career Planning Manager):**

If you are a dynamic Admissions, Sales, and / or Recruiting professional seeking to work in a creative, high energy, fun environment, then we want to hear from you!

The most satisfying part is that you will be helping to change lives and help start students on new and exciting career paths!

Qualifications

- Excellent verbal skills
- Must have good follow-up skills and be very organized
- Excellent computer skills with Excel, Word and Outlook
- Internet savvy
- Goal oriented and driven
- Self motivated

Responsibilities:

- To be responsible for pursuing, touring and enrolling Style Mobb University (SMU) students
- Carry out informational tours and interviews for potential students
- Ensure student is qualified through Admissions criteria to be a SMU's Student
- Maintain spreadsheet of all new class starts and report on a weekly basis to project class start numbers
- Communicate with Financial Aid on students in application process
- File all necessary documentation (applications, reference letters, education documents, etc.) in student's file
- Work with students to resolve any obstacles prior to enrollment
- Send out Acceptance Letters or Letters of Denial for potential students
- Help plan and execute any University events such as Career Fairs, Open Houses or Industry events
- Help carry out outside recruitment programs
- Plan and execute student orientations and mixers
- Maintain accurate reporting of all required data
- Obtain monthly goals of calls, tours booked, application collections and enrollments

Requirements:

- Beauty industry experience is a plus!
- Detail oriented
- Excellent verbal skills
- Must have good follow-up skills and be very organized
- Be willing to assist all team members and able to prioritize workflow
- Excellent computer skills with Excel, Word and Outlook
- Internet savvy
- Goal oriented and driven
- Self motivated
- 2 - 3 years of sales experience preferred
- Previous admissions, marketing, or counseling is a must!