

Job description

Job title:	Admissions Counsellor
Reports to:	Director of Marketing/Admissions
Location:	Remote

Main duties and responsibilities

Being a TEG Employee

- Work within the core values of TEG London and the partner institution.
- Act as a positive ambassador for TEG and partner University
- Positively and actively engage with all TEG activities

Student Recruitment planning, execution and reporting

- Create an individual recruitment plan for each semester as well as participate in the creation of a team recruitment plan. The plan will include recruitment activities, participation in events/conferences/fairs, communications with prospective students and networking opportunities.
- Develop and update a database of teachers, administrators, and contact people with whom workshops and information sessions can be booked. Network with new contacts to help increase enquiries.
- Become familiar with working territory and demographics of cities/towns in that area to best reach the student population for TEG and its partners
- Collaborate with our growing alumni network to develop new student/professional networks, garner student referrals. Alumni are to be utilized at information sessions, outreaches, phoning etc.
- Under the direction of the Director, participate in the events prior, during, and after each term such as information sessions, orientations, registration events and graduation.
- Complete Daily / weekly activity report to include documentation of recruitment/outreach activities and student appointments.

Admissions

- Work with prospective students to complete application files prior to enrolment and efforts to increase retention.
- Ability to work on a registration deadline, strive towards college-wide enrolment goals and use outstanding customer service to recruit students to the TEG's programmes. Ability to work independently, and to arrange information sessions, appointments and promote TEG in a positive manner.

General Communications and working practices

- Utilise phone, email, and mail to communicate with prospective students in a timely manner, providing superior student service.
- Ability to follow directions and complete tasks accurately as well as accept supervisory input and constructive criticism.
- Ability to follow the expectation of treating fellow employees, students and the institution's guests with civility, and to refrain from activities that disrupt the efficient functioning of the college.

Continuing Professional Development

- Actively engage and participate in own professional development and training as required
- Attend training sessions to receive updated information about new programs, services, educator licensure requirements, etc.

This job description summarises the purpose of the job, lists its key tasks and is not a definitive list of all the tasks to be undertaken. The post-holder will from time to time required to undertake any other duties as reasonably required by their line manager.