

We are currently looking for an **Admissions Representative** for our Online division. This is an excellent challenge for a self-motivated individual possessing two years of intangible sales or the use of people skills. There is no cold calling; all potential students have expressed an interest in our college.

#### **Requirements**

- Bachelor's degree in field or related field from an accredited institution recognized by the Department of Education.
- Must have sales experience.
- Strong verbal and written communication skills; Ability to communicate with all levels of management.
- The ability to listen and motivate others; mentor and coach.
- Experience with building relationships.
- MUST be dependable.
- Strong knowledge of computer applications (advanced skills in Word and Excel).
- Ability to work with external vendors and internal clients.

Consideration will be granted to experienced individuals who are seeking a rewarding career in an educational environment. If you feel you are qualified, we encourage you to apply. Candidates will be subject to a criminal background check. Email your resume and application to [shaar@bryanu.edu](mailto:shaar@bryanu.edu).

Bryan University is an Equal Opportunity Employer