

## **Field Admissions Advisor/Remote Sales**

This is a remote based position that will require over 80% of travel.

This position assists high school students in the community we serve learn about our educational opportunities. In this role, the incoming Advisors will be trained through initial formal training, reinforcement training in the field, one to one coaching and certification process. Under the guidance of the Director of Enrollment Management/Campus Director, this position will increase awareness about OTC as well as build relationships with students, educators, and administrators.

### Responsibilities

- Schedule and conduct presentations and workshops for High School students.
- Respond to inquiries from prospective students interested in obtaining information about OTC programs in a professional manner.
- Adhere to a strict code of conduct and compliance
- Schedule interview appointments to determine a prospective student's interests, education/career goals and qualifications; advising as to OTC programs that will meet their needs.
- Enroll students into OTC programs in an efficient and supportive manner
- Demonstrate a high level of customer service to prospective and existing students
- Contacting students to facilitate in-person meetings in the home to discuss educational opportunities with the prospective student and parent(s) or at the campus.
- Performs within all regulations governing student recruitment.
- Completes other projects and duties as needs arise.
- Advisors travel over 80% of the time within their respective territories.

### Qualifications

#### Education/Experience

- Bachelor's degree preferred but not required.
- 1-3 years of successful experience in sales, marketing, public relations, or another related field preferred.
- 2-3 years of related experience to include appointment setting, interviewing, commitment to follow-up skills, and closing sales.
- Any equivalent combination of education and experience.
- Driven to exceed goals.

#### Skills/Abilities

- Passionate about helping others achieve their career goals.
- Excellent customer service skills: to include the ability to effectively follow up and follow through.
- Effective oral and written communication skills.
- Effective computer skills as well as familiarity with the professional use of social media.
- Demonstrated ability to work effectively both independently as well as part of a team.

\*\*\* We are looking for someone who has a business-driven mindset

- Advisors must be willing to work evenings and weekends when students and parent(s) are available to conduct an Entrance Interview.
- Ability to lift and move up to 50 lbs. of equipment and material.
- Ability to present OTC in a positive way to diverse populations.
- Ability to maintain quality in your presentation through all obstacles that arise.

Ohio Technical College (OTC) is a private institution offering Diploma and Associate Degrees in Automotive Technology, Diesel Technology, Welding Technology, Collision Repair Technology, Power Sport (motorcycle) Technology and High-Performance Technology. OTC's campus is in Cleveland, Ohio recruiting students from Ohio, Michigan, Indiana, Kentucky, West Virginia, Virginia, Pennsylvania, New Jersey, New York, and New England. For over 53 years OTC has been helping students acquire the skills they need to achieve their goals through a hands-on learning environment and helping organizations satisfy their needs by providing qualified graduates for employment. Growth at our campus creates the need for dynamic, caring professionals who are dedicated to making a difference in people's lives.

What does OTC have to offer?

- Comprehensive training program
- Professional and challenging work environment
- Talented and committed co-workers
- Competitive compensation & benefits plan
- Year-round full-time positions.

OTC is proud to be an Equal Opportunity Employer

Please forward your resume to

Michael Ambrose

[mambrose@ohiotech.edu](mailto:mambrose@ohiotech.edu)

(800) 322-7000

