

Admissions/Enrollment Specialist – Erie, PA

The Institute of Medical and Business Careers (IMBC) currently has employment openings for Enrollment Specialists at our school campus located in Erie, Pennsylvania. This is a call center type environment for both outgoing and incoming telephone calls.

Learn more about our school and students by visiting our website: <https://imbc.edu>.

>> Ready to apply?

>> Send your resume and cover letter to careers@imbc.edu.

About You

If you have a passion for helping others, a caring attitude, and the drive for success, we have a great opportunity for you on our online and residential campus-based admissions team in Erie, PA.

As an **Enrollment Specialist**, you'll help prospective students decide if enrolling at IMBC is the right choice for their career training. If you've never worked at a school before, don't worry, we'll provide you paid, comprehensive training designed to help you succeed.

Daily Activities

- Getting to know and speaking with prospective students on the phone about our programs and school. You'll help them decide which program is right for them and follow up with email and text messages to provide additional information.
- Work with your team members in admissions and financial aid to help our prospective students complete their paperwork and enroll.
- Be a champion for our students – doing everything you can to help them succeed. Be their cheerleader and guide.
- Make a large volume of outbound calls each day to follow up with prospective students; and leaving voice messages and text messages as needed.
- Being the ultimate IMBC ambassador, representing our school professionally whether you are on campus or out and about in Erie.

What you bring to IMBC

- Strong telephone and communication skills
- Entering data into a computer system and writing notes in each prospective student's computer file
- Strong customer service
- A desire to help others – to do what it takes
- High energy personality
- Flexible to work various shifts, which may include nights and weekends
- Working outside of normal business hours, such as studying and practicing the enrollment scripts and learning about the school's programs
- Well-organized with high attention to details
- Strong listening skills with compassion for others

- Ability to follow established processes, scripts, presentations and policies
- Clear voice that is understandable over the phone
- High ethical standard
- Daily reliability in being at work, on time and ready to produce in a team environment

EMPLOYEE BENEFITS:

- Rewarding compensation based on experience
- Access to a health insurance with employer paying 50% of monthly premium for employee
- Access to a 401(k)-retirement plan
- Paid holidays throughout calendar year
- Education discounts for friends and family members
- Employment stability
- Work in a safe, secure environment

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