

Admissions Advisor: Remote Job Description

What is Summer Springboard?

Summer Springboard was founded to give college-bound teens a supportive environment where they can explore their personal and academic passions. Our innovative pre-college summer programs, offered at some of the nation's leading colleges and universities, combines the benefits of an academically challenging summer experience with tools and frameworks for personal leadership development and self-discovery.

Position Responsibilities

We are seeking a dynamic, energetic, highly self-motivated **Admissions Advisor** who is passionate about helping students explore their personal and academic interests. This role will require you to wear two hats - one on the consultative sales side and the other on the pre-program coordination side. You will have direct contact with students/parents using consultative sales to help them choose the right Summer Springboard program. You will be expected to speak to prospective families for the majority of the day and regularly close sales, maintain a sales pipeline and meet monthly sales goals.

You will also work closely with our families throughout the pre-program process, obtaining all necessary documentation required by us and our partner universities. You will be fielding questions from families from the moment they enroll to when they depart to their program.

Throughout the sales and pre-program process, you will have an intimate, high-touch relationship with all families providing excellent customer service, consistently with ownership and pride.

You will also be expected to have **full availability in the summer months** (Mid June - Mid August) and be available to work a program on one of our campuses.

This role offers a chance to join a passionate team with a growing mission-oriented organization (Yes, we're a B Corp!).

Qualifications and Skills

Required Qualifications:

- Bachelor's degree
- Possess the energy to become a winning salesperson, be extremely organized in order to manage large amounts of critical information, and convey a warm, friendly tone of voice when speaking and answering customer's inquiries.

- Able to comprehensively understand all 25+ course descriptions/campus information and convey these details accurately and consistently to families. Must communicate clearly and eloquently.
- Must be comfortable with making warm calls to prospective students/parents to generate program enrollments.
- Ability to manage paperwork/forms for hundreds of students.

Ideal Candidates will Also Have:

- Proven work experience in a education-related environment
- Excellent communication skills particularly over the phone and email
- Passion for speaking on the phone with potential applicants
- Working knowledge of Google Docs, Excel & Word
- Strong sales skills
- Experience using CRM systems - Salesforce preferred
- Ability to interact, communicate effectively and tactfully
- Knowledge of U.S. university admissions requirements and processes
- Personal pre-college camp experience

Important Notes

- Staff will be subject to background checks prior to employment. For staff working at any California campus program, an additional LiveScan from the California Department of Justice is contingent for hiring. Staff working at our Boston program will be subject to a CORI check.
- Staff must commit to working all sessions at their designated campus, plus be available three days prior to the start of Session 1 and one day after the final concluding session. Please see above or the Summer Springboard website for session dates. There will be scheduled time off and breaks during the days for all staff.

Compensation and Benefits

- Full-time position
- Fully Remote. You choose your office! (Working hours will be in the range of 7am-6pm PST)
- Competitive Base Salary & Sales Bonuses
- Medical, Dental & Life Insurance (employee contribution is 15%)
- Flexible time off policy
- 9 Paid Holidays per year
- 401k plan after six months of employment, no matching
- Fitness membership reimbursement up to \$30 per month
- A position with a passionate, mission-driven global team!

How to Apply

To apply, please send a copy of your resume and cover letter to kevin@summerspringboard.com.

Note: Summer Springboard programs are not run by our campus partners. Universities and their affiliated departments are not responsible for the Summer Springboard

program in any way.