

POSITION: Enrollment Advisor –Latin America  
DEPARTMENT: Admissions  
REPORTS TO: Manager of Student Enrollment  
LOCATION: Mexico

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**PRINCIPAL RESPONSIBILITIES:**

The Enrollment Advisor –Latin America is a part-time position, responsible for advising all incoming Latin American students through the enrollment processes and procedures.

The position will work closely with enrollment advisors in other worldwide markets, and will serve as an important voice in the student financial assistance process.

**SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Advise potential and accepted students on the Up with People Program, by providing accurate information on many topics, including:
  - Financial aspects (program fee, scholarships, payment options, etc).
  - Road Life (tours, host families, community service, show, etc).
  - Postponement and cancellation.
- Achieve goals: Confirm and matriculation yields (including talent, diversity, and male yields).
- Evaluate and grade potential students' commitment to the program.
- Counsel parents or other family members on the Up with People Program.
- Access Admissions data base for information, queries, recording all contacts, emails, and conversations.
- Provide information about customer needs on an ongoing basis to Admissions and other Up with People departments.
- Occasionally translate documents.

**DESIRED SKILLS/EXPERIENCE:**

- Native Spanish speaker; also fluent in English.
- Strong orientation to Up with People's target student audience in Latin America (notably Mexico) and superior knowledge of the key motivators and decision making factors affecting this group.
- Experience traveling as a student in Up with People's Global Education Program
- Capacity to passionately articulate the vision and the relevancy of Up with People.
- Must be a team player with strong communication skills.
- Exhibit high ethical standards of conduct and confidentiality.

- Proficient computer skills including knowledge of the complete Microsoft Office package; working knowledge of relational databases.

To apply, submit cover letter, CV, salary history, and contact information for three professional references to:

Up with People  
6830 Broadway, Unit A  
Denver, CO 80221  
Fax: 303.225.4649  
Email: [employment@upwithpeople.org](mailto:employment@upwithpeople.org)

Up with People is an Equal Opportunity Employer