
POSITION:	Admissions Recruiter
DEPARTMENT:	Admissions Department
REPORTS TO:	Director of Recruitment
LOCATION:	6800 Broadway, Suite 106, Denver, Colorado 80221

PRINCIPAL RESPONSIBILITIES:

The Admissions Recruiter is responsible for increasing program enrollment by promoting Up with People to prospective students. Specifically, they will execute sales strategies to reach our target market and will support recruitment in various markets around the world. The recruiter will generate leads and work towards goal conversion rates for inquiry to applicant, total student attrition and total participant numbers.

This position plays a critical role in external sales for the admissions department, and has a direct impact on the overall organization through the sourcing and selection of high caliber candidates for the Up with People program.

This is a hands-on position and active participation in recruitment efforts through in-person attendance at admissions events and individual discussions and interviews will constitute a portion of the position. The successful candidate will be accountable for specific sales goals on monthly, quarterly and annual basis.

SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Support the Director of Recruitment with robust, innovative, and regionally specific recruiting strategies to attract high caliber candidates and meet sales goals.
- Conduct interviews, including home interviews, with prospective students and parents (buying committee) when possible.
- Manage a full cycle recruiting process including, but not limited to sourcing, screening, interview process management, maintaining candidate relationships, with an emphasis on closing candidates.
- Schedule and conduct recruitment presentations in high schools, colleges/universities and youth organizations, including opportunities in conjunction with cast tour.
- Build and maintain long-term relationships at target high schools and universities with key teachers and faculty, counselors, administration, and student organizations.
- Identify new recruiting opportunities to generate interviews.
- When applicable, travel to key markets to execute sales strategies, with the potential of international travel.
- Work with the Director of Recruitment in the development of the admissions department's recruitment strategies and goals and report on progress regularly.

- Document accurately all communications (phone, email, text, Facebook, etc.) in UWP database.
- Work closely with other admissions department personnel to ensure consistency and alignment for the entire participant experience as a prospect progresses from Inquiry to Participant.
- Other admissions duties as required.

REQUIREMENTS/QUALIFICATIONS:

- 2-3 years external sales experience or previous college admissions experience is ideal. Experience in relationship selling is preferred.
- Bachelor's degree, preferably in business, marketing and/or communications or equivalent experience in same.
- Strong orientation to Up with People's target student audience and superior knowledge of the key motivators and decision making factors affecting this group.
- Ability to effectively communicate in person, in writing and in public.
- Should possess high energy, and the ability to organize effectively.
- Excellent interpersonal, customer service and teamwork skills.
- Strong self-starter, with time management and follow-through skills.
- Ability and willingness to travel (up to 30% at peak times) and work occasional nights and weekends as necessary.
- A valid driver's license, clean driving record and accessible transportation.
- Capacity to passionately articulate the vision and the relevancy of Up with People.
- Proficient in Microsoft Office Suite.
- Proficiency in English required, additional language abilities strongly preferred, ideally Spanish, French or German.

To apply, submit cover letter, resume and three professional references in PDF format to: employment@upwithpeople.org.

Up with People is an Equal Opportunity Employer